



# APPLICATION TO GRADUATE

(Tañada-Diokno School of Law)  
AY 2024-25, Sem 2

## TO APPLY TO GRADUATE, PLEASE FOLLOW THE STEPS BELOW:

Students who applied to graduate during the previous semester but have not yet completed their application to graduate (ATG), need to **re-apply this semester** for the re-processing of their ATG.

STEP

**1**

### PAYMENT OF GRADUATION FEE

03 February 2025 - 08 February 2025

(Monday to Friday, 08:00 am - 5:00 pm)

(Saturday, 08:00 am - 12:00 nn)

The **Graduation fee payment** is non-refundable; however, the payment can be carried over to the next term (one term only) if in case the student was not able to complete all requirements or qualify for graduation.

**The Official Receipt must be uploaded upon submission of the Application to Graduate through the Google form.**

- a. **For non-DLSU scholars**, please process the payment of the ATG Assessment (Php 3,500.00).
- b. **For DLSU Scholars:**
  - b.1. **For Full Scholars**, an Office of Admissions and Scholarships (OAS) staff shall indicate Php 0.00 in the ATG Assessment Form.
  - b.2. **For Partial Scholars**, an OAS Staff shall indicate the amount payable by the student depending on the scholarship grant.
  - b.3. **The ATG Assessment Form of both Full and Partial Scholars must be validated and signed by the OAS prior to payment. The signed ATG Assessment form must be uploaded together with the official receipt.**
- c. **Please pay through the Cashiers at the Manila or Rufino Campus. Student must print and fill out the ATG Assessment Form and present at the cashier upon payment.**

STEP

**2**

### ONLINE APPLICATION TO GRADUATE

03 February 2025 - 08 February 2025

(The online facility shall be open for 24 hours until 11:59 pm of 08 February 2025)

Using the official DLSU Gmail account, students must accomplish the application through this link:

**<https://bit.ly/S2-AY24-25-ATG-TDSOL>**

An email (containing a copy of your response) will be sent to your official DLSU Gmail address immediately right after the submission of the application form. Please check your email to confirm that your application has been successfully submitted.

If you don't receive a copy of your response through email within 30 minutes, please check your Spam folder as it may have been automatically directed there. If none, please accomplish the form again.

If you have already accomplished the form but no response receipt has been received despite trying again, please send an email to [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph) immediately. Use the subject title:

**Sem2\_AY24-25\_TDSOL\_APPLICATION\_TO\_GRADUATE**

Note: Students with inactive DLSU Gmail account must send an email to the Information Technology Services Office (ITS) at [itservices@dlsu.edu.ph](mailto:itservices@dlsu.edu.ph) for the re-activation of their DLSU Gmail account. Use the subject title:

**Sem2\_AY24-25\_TDSOL\_RE-ACTIVATION OF DLSU GMAIL ACCOUNT**



# APPLICATION TO GRADUATE

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AY 2024-25, Sem 2

STEP

**3**

## **CORRECTION OF RECORDS**

*27 January 2025 - 07 June 2025*

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Please check your personal information (such as name, birthday, mobile number, email address, etc.) through your MLS Account. Make sure that your personal information such as name, birthday, etc. are correct and consistent based on your official documents submitted to the Office of the University Registrar such as Birth Certificate, passport, etc.

For correction/s, please send an email to [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph). Use the subject title:

**CORRECTION OF RECORDS (TDSOL Sem 2 AY 24-25)**

No petition for correction of records will be entertained after these dates and your records will be permanent once your Date of Graduation has been tagged. Note that transcript of records, diploma, and other documents that will be issued for you will make use of these personal information.

STEP

**4**

## **RELEASE OF INITIAL RESULT OF DEGREE AUDIT**

*02 June 2025 - 11 June 2025*

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(4A) Release of Notice of Clearance or Academic Deficiency  
(4B) Notice of Academic Completion

STEP

**5**

## **RELEASE OF FINAL RESULTS OF APPLICATION TO GRADUATE**

*11 August 2025 - 16 August 2025*

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The Tentative List of Graduates shall be posted in this [link](#) starting this date. Please note that access to view the list shall be provided to **confirmed graduates only**. A separate email will be sent to students with academic deficiencies.

All confirmed graduates are to ensure that your name, degree, award (if any), and attendance to the Commencement Exercises are correct against the list. For correction/s, please follow the instructions provided in the link.