



LATE APPLICATION TO GRADUATE

(Undergraduate Studies)

AY 2024-25, Term 2

TO APPLY TO GRADUATE, PLEASE FOLLOW THE STEPS BELOW:

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

STEP **1** **CHECK YOUR CURRICULUM AUDIT**

06 January 2025 - 23 April 2025

Please check your Curriculum Audit (through MLS).

If you have deferred grades, please complete the corresponding courses and inform your professor. If you have completed a course that has a different course code, please process a [Course Crediting Form](#).

Note: While this step is optional, applicants are enjoined to do this step to avoid problems and delays in auditing your degree completion.

For students who do not have access to MLS Account, you may proceed to step 2 while you are fixing your access to MLS Account.

STEP **2** **PAYMENT OF GRADUATION FEE, PENALTY FEE, AND DLSAA LIFETIME ALUMNI FEE**

21 April 2025 - 23 April 2025

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

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.

As signed in the Memorandum of Agreement between DLSU and DLSAA last 11 June 2024, **all incoming undergraduate studies graduates shall be granted with Lifetime Alumni Membership**. In line with this, a subsidized fee of Php 2,000.00 (Regular Lifetime Fee is Php 5,000.00) will be charged to all applicants for graduation.

For questions regarding the DLSAA Lifetime Alumni Membership, please send an email to info@dlsaa.com.

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

- a. **The Penalty Fee is not covered by scholarships.** Thus, both DLSU scholars and non-DLSU scholars must pay the penalty fee (Php 2,000.00).
- b. **For non-DLSU scholars**, please process the payment of the ATG Assessment - Php 5,500.00 (Graduation Fee - Php 3,500.00; and DLSAA Subsidized Lifetime Alumni Fee - Php 2,000.00).
- c. **For DLSU Scholars:**
 - c.1. **For Full Scholars**, an Office of Admissions and Scholarships (OAS) staff shall indicate Php 0.00 in the ATG Assessment Form.
 - c.2. **For Partial Scholars**, an OAS Staff shall indicate the amount payable by the student depending on the scholarship grant.
 - c.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.
- d. **Please pay through the Cashiers at the Manila and Laguna Campus.** Student must print and fill out the [ATG Assessment Form](#) and present at the cashier upon payment.



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STEP

3

ONLINE APPLICATION TO GRADUATE

21 April 2025 - 23 April 2025

(The online facility shall be open for 24 hours until 11:59 pm of 23 April 2025)

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

<https://bit.ly/202ndCE-ATG-UG>

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 immediately. Use the subject title:

202ND_CE_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 for the re-activation of their DLSU Gmail account. Use the subject title:

202ND CE_ATG_RE-ACTIVATION OF DLSU GMAIL ACCOUNT

CORRECTION OF RECORDS

06 January 2025 - 23 April 2025

STEP

4

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. Use the subject title:

CORRECTION OF RECORDS (202ND CE CANDIDATE)

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.

ACCOMPLISH ELGA ASSESSMENT SURVEY

16 April 2025 - 23 April 2025

STEP

5

Accomplish the ELGA Assessment Survey through the LSLinks by following the steps below.

Please note that only those who are successful in completing the survey must proceed to the next step.

1. Login to LSLinks (lslinks.dlsu.edu.ph) using your DLSU email address.
 - a. If this is your first time accessing LSLinks, click on **Sign In with Google** and use your DLSU email.
2. Go to Surveys.
3. Click on "ELGA Assessment Scale" and answer the survey
Note: The ELGA Assessment Survey will only be accessible during the ATG period

For questions, please send an e-mail to OCCS at careerservices@dlsu.edu.ph.



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STEP **6** **RELEASE OF INITIAL RESULT OF DEGREE AUDIT**

17 May 2025

(6A) Release of Notice of Clearance or Academic Deficiency
(6B) Notice of Academic Completion

STEP **7** **RELEASE OF FINAL RESULTS OF APPLICATION TO GRADUATE**

04 June 2025

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), are correct against the list. For correction/s, please follow the instructions provided in the link.

STEP **8** **REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION**

14 June 2025

Starting **14 June 2025**, Transcript of Records with Date of Graduation may be requested online through this [link](#).

*Note: For students who will access the Online Request for Documents (ORD) facility prior to this date, please be advised that the requested TOR may be released **without the Date of Graduation**.*

DE LA SALLE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
(632) 8524-46-11 local 114 (DLSU Trunkline)

Mon-Fri 9:00am-12:00nn & 1:30pm-4:30pm/Sat 9:00am - 12:00nn
registrar@dlsu.edu.ph