ANNOUNCEMENT
188th Commencement Exercises

The 188th Commencement Exercises will be held **online**. The schedule will be announced on a later date.

Kindly be advised of the graduation-related processes and reminders below that are still for completion and compliance:

**28 May to 11 June 2020 (Monday to Friday)**

**Releasing of Assessment of Fees and Academic deficiency**

Here are the instructions on how to settle your payment:

1. Print a copy of your graduation fee assessment in a clean short bond paper or present a digital copy of your graduation fee assessment.
2. Pay the assessed amount thru over-the-counter payment or thru online bank transfer.
   2A. Present a copy of your graduation fee assessment and pay thru over-the-counter payment (Metrobank, UnionBank, UCPB) under the Account Name DE LA SALLE UNIVERSITY - MANILA.
   2B. Alternatively, you may pay thru online bank transfer. Below is the UnionBank account of DLSU.

   - **Account Name**: De La Salle University, Inc
   - **Name of Bank**: UnionBank
   - **Branch**: P. Ocampo Branch, Malate, Manila
   - **Savings Account**: 045-03000144-1
   - **Swift Code**: UBPPHMM

3. Send transmittal report or bills validated slip and indicate the student name and ID number and email to jose.albania@dlsu.edu.ph.
4. Only one assessment must be paid by a student under the Ladderized or Straight program when both programs were finished on the same term.
5. Assessed amount must be paid not later than **30 Jun 2020**.
6. Students under scholarship of OAS must submit a copy of certificate of support for graduation fee payment.

**03 to 13 June (Wednesday to Saturday)**

**Correction of Records for Graduating Students**

- Please check your personal record through your MyLaSalle Account. For correction/s, please send an e-mail to registrar@dlsu.edu.ph.
15 to 20 Jul 2020 (Wednesday to Monday)
Verification of Tentative List of Candidates
• Please ensure that the degree and award (if any) are correct against the e-mail sent to the DLSU Gmail account of graduates. For corrections, please email registrar@dlsu.edu.ph.

22 Jul 2020 (Wednesday)
Request of Transcript of Records with Date of Graduation
• Starting this day, Transcript of Records with Date of Graduation may be requested via online at http://www.dlsu.edu.ph/offices/registrar/document_request.

Releasing of Diploma
• Diploma will be sent one month after the online graduation to the address given by the student during the application to graduate.

• Diplomas of students with pending accountability with university office/s may be put on hold until the clearance is settled.