

GRADUATE SHIFTING | TERM 3, AY 2024-2025
(EXCLUDING COLLEGE OF LAW)
GENERAL POLICIES ON SHIFTING

- An applicant must have a residency of one (1) completed term in the current program.
 - The approval of the application to shift depends on the following:
 - All Shifting applicants from RVRCOB going to SOE will be considered for the Internal Shifting Application
 - Acceptance (for internal/external shifting) by the Accepting Department.
 - Shifting fees include the following:
 - Application fee including Transcript of Records – PhP500.00
 - College Processing Fee – PhP50.00

Note: (Download the [Shifting Fee Assessment](#) and pay at DLSU cashier only)
 - Colleges and departments may have additional requirements and policies.
 - Students may shift to programs offered either in the Manila or Laguna campuses.
 - The online form must be accessed once per term. Thus, the student is expected to have verified that the program applied for is offered in the following term.
 - Each student can only apply for a maximum of two (2) programs per term.
-

GRADUATE SHIFTING | TERM 3, AY 2024-2025

(EXCLUDING COLLEGE OF LAW)

SCHEDULE OF ACTIVITIES

STEPS	DATES	PROCEDURES																
1. Check Clearance in Animo.sys	Apr 14, 2025 – May 04, 2025	<ul style="list-style-type: none">Students are to check clearance in Animo.sys.The shifting application and payment (considered non-refundable) will be deemed CANCELLED WITHOUT REFUND if a hold status was incurred during the processing of the shifting application.																
2. Access the Online Form and upload of payment	May 05, 2025 (08:00 AM) – May 24, 2025 (08:00 PM)	<ul style="list-style-type: none">Students must download the Shifting Fee Assessment using a DLSU Gmail account.Students must pay the shifting application at the DLSU cashier only and upload the Official Receipt issued by the Cashier/FAO.<ul style="list-style-type: none">✓ Amount to be paid (Php 550.00 per shifting application)✓ Shifting application fee is considered non-refundableStudent to access and fill out the applicable online Google form of his/her current CollegeStudent to seek permission from his/her Parent/Guardian on Record (PGOR) regarding application for shifting.Students attach a valid ID of Parent/Guardian on Record (PGOR) on the Google form.The form may be accessed through the applicable link below: <table><tr><td>BAGCED</td><td>▪ Shifting BAGCED</td></tr><tr><td>CCS</td><td>▪ Shifting CCS</td></tr><tr><td>CLA</td><td>▪ Shifting CLA</td></tr><tr><td>COS</td><td>▪ Shifting COS</td></tr><tr><td>GCOE</td><td>▪ Shifting GCOE</td></tr><tr><td>RVRCOB</td><td>▪ Shifting RVRCOB</td></tr><tr><td>SIS (formerly Laguna)</td><td>▪ Shifting Laguna</td></tr><tr><td>SOE</td><td>▪ Shifting SOE</td></tr></table>	BAGCED	▪ Shifting BAGCED	CCS	▪ Shifting CCS	CLA	▪ Shifting CLA	COS	▪ Shifting COS	GCOE	▪ Shifting GCOE	RVRCOB	▪ Shifting RVRCOB	SIS (formerly Laguna)	▪ Shifting Laguna	SOE	▪ Shifting SOE
BAGCED	▪ Shifting BAGCED																	
CCS	▪ Shifting CCS																	
CLA	▪ Shifting CLA																	
COS	▪ Shifting COS																	
GCOE	▪ Shifting GCOE																	
RVRCOB	▪ Shifting RVRCOB																	
SIS (formerly Laguna)	▪ Shifting Laguna																	
SOE	▪ Shifting SOE																	

Reminder:

When the student has already shifted into two programs/degrees, he/she is no longer allowed to change to another program.

Note: Students applying to the Applied Corporate Management must coordinate with the Management and Organization Department regarding the Qualifying exam

GRADUATE SHIFTING | TERM 3, AY 2024-2025

(EXCLUDING COLLEGE OF LAW)

SCHEDULE OF ACTIVITIES

STEPS	DATES	PROCEDURES
3. Evaluation of the Sending or Current College APOs	May 06, 2025 – May 24, 2025	<ul style="list-style-type: none"> The student's current College APOs shall evaluate the application for shifting.
4. 2: Endorsement of the Sending or Current College Associate Dean	Jun 02, 2025 – Jun 07, 2024	<ul style="list-style-type: none"> The student's application for shifting shall be forwarded to the current College Department Chair for endorsement.
5. 1: Evaluation of Accepting Department Chair	Jun 09, 2025 – Jun 21, 2025	<ul style="list-style-type: none"> Shifting applicants/students shall be informed if the application is disapproved otherwise, it will be forwarded to the Accepting Department /College or School.
2: Approval from Accepting Department Chair		
6. Release/ Posting of Shifting Results	Jun 23, 2025 – Jun 08, 2025	<ul style="list-style-type: none"> The Academic Department must release the result, and shifting applicants/students shall be informed via email or an announcement once their application has been decided. Students with two approved applications must inform the Department/College which application will be canceled.
7. Check Degree Program in MLS Account	Jul 26, 2025	<ul style="list-style-type: none"> The degree code of the approved program must be reflected otherwise, please send an email to registrar@dlsu.edu.ph Enroll in courses for the approved program during the online enrollment period. The schedule is posted at https://www.dlsu.edu.ph/offices/registrar/schedules/ An email from OUR will be sent once the approved shifting is processed.