



Office of Admissions
and Scholarships

DOCUMENT CHECKLIST FORM

Name	Last First Middle	DTS	
ID No.		College and Degree Program	
Date/Time Submitted		Received by	

Instruction: Put a check (✓) mark on the applicable documents submitted. Please arrange the scholarship application and other documents/requirements based on the document checklist.

Note: SUBMIT all scholarship application documents in a long brown envelope properly labelled with the applicant's complete name (SURNAME, FIRST NAME, MIDDLE INITIAL) in big upper case letters on the upper left corner on the backside of the envelope. The Office of Admissions and Scholarships (OAS) reserves the right to decline applications that have not met the criteria set by the Office.

<input type="checkbox"/> Graduate Scholarship Application (New)		
✓	Details	Remarks
	Financial Assistance Application Form	
	Letter of request by the applicant for financial assistance addressed to: The OAS Director, Thru: The Associate Dean (except for the College of Engineering Grantees letter is addressed to: The OAS Director, Assistant Dean, Research and Advanced Studies (RAS)	
	Photocopy of the applicant's latest Income Tax Return (ITR)2316 form	
	If married and filing income tax returns separately (or applicant is unemployed), include a photocopy of spouse's latest ITR (2316) form	
	If single and unemployed, a photocopy of parent's latest ITR (2316) form	
	Certificate of Employment with Monthly Compensation	
	Letter of recommendation for financial assistance from the applicant's present employer/superior or previous professor (if unemployed)	
	Photocopy of Transcript of Records (Last school attended)	
	Printed copy of grades from My La Salle (MLS) for current students	
Others (specify):		

<input type="checkbox"/> Graduate Scholarship Application (Request for Upgrade)		
✓	Details	Remarks
	Letter of request by the applicant for financial assistance addressed to: The OAS Director, Thru: The Vice-Dean (except for the College of Engineering Grantees letter is addressed to: The OAS Director, Thru: The Graduate Studies Director)	
	Printed copy of grades from My La Salle (MLS)	
	Certificate of Employment and Monthly Compensation	
Others (specify):		



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FINANCIAL ASSISTANCE APPLICATION FORM (FOR GRADUATE PROGRAMS)

INSTRUCTIONS:

Please accomplish this form accurately and attach a photo on the space indicated. Print all entries and submit this form together with the required documents to the Enrollment Services Hub (ESH), 2F, Henry Sy, Sr. Hall.

REQUIRED DOCUMENTS:

1. A letter or request from the applicant stating the circumstances prompting the need for financial assistance addressed to:

The OAS Director

Thru: The Associate Dean

(Except for the College of Engineering Grantee applicants, letter is addressed to)

The OAS Director

Thru: Assistant Dean, Research and Advanced Studies (RAS)

2. A photocopy of your latest Income Tax Return (ITR) form:
 - 2.1. If married and filing income tax returns separately (or applicant is unemployed), include a photocopy of spouse's latest ITR form
 - 2.2. If single and unemployed, a photocopy of parent's latest ITR form
 - 2.3. If parents are NOT employed, a Certificate of Exemption from filing of Income Tax Return from the BIR or Certificate of Unemployment from the Municipal/Barangay Hall

ITR forms should include certification of withholding tax, whenever applicable. If the applicant does not fall under the above categories, a letter clarifying the reasons for exemption from this specific requirement must be submitted instead.

3. A certificate of employment with monthly compensation
4. A narrative letter of recommendation for financial assistance from the applicant's present employer / superior; and if unemployed at the time of application, a letter of recommendation from the applicant's former faculty from his/her last school attended or previous employer/supervisor

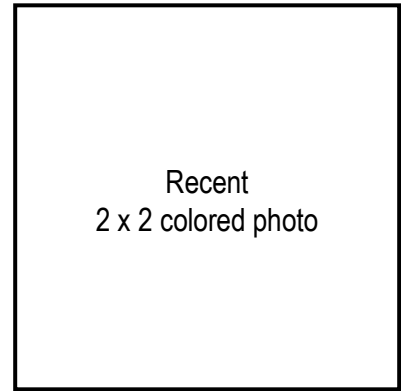


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5. Photocopy of Transcript of Records (last school attended) or if a current student but a first time applicant, please submit a copy of your My.Lasalle grades.



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**FINANCIAL ASSISTANCE APPLICATION FORM
(FOR GRADUATE PROGRAMS)**

Name (Last, First, Middle)			Reference No. (as indicated in the test permit)	
Age	Date of Birth		Sex & Civil Status	
Place of Birth	Citizenship			
Address				
Email Address	Telephone No.		Mobile No.	
Degree Program to be pursued	Highest Educational Attainment			
University/College Last Attended				
Occupation	Employer			
Employment Address			Telephone No.	

EMPLOYMENT HISTORY

DATE	EMPLOYER/EMPLOYMENT ADDRESS

IF SINGLE

FATHER

MOTHER

Name and Age		
Citizenship		



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Occupation				
Employer				
Number of siblings		Ordinal Position		

IF MARRIED

Name of Spouse			Age	
Occupation		Employer		
Employment Address				
No. of children				

CHILD'S NAME	AGE	SCHOOL/EMPLOYMENT ADDRESS

Is this your first enrolment in a graduate program at DLSU? Yes No

If NO, under what degree program? Academic Year/Term?

I hereby certify that the information given herein and in the accompanying documents are true and correct. I also hereby authorize the OAS to check on the veracity of the report/information given, anytime, as the same constitute the basis for the granting or continuation of the financial assistance.

I am aware that if I were to be given financial assistance by De La Salle, it is the University's expectation that I should finish the degree at the soonest time possible.

<input type="text"/>	<input type="text"/>
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Signature over Printed Name of Applicant

Date Signed

Approved by:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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OAS Director

Date Signed

Coverage