



Office of the Vice President
for External Relations and Internationalization

APPLICATION FORM

INBOUND STUDENT EXCHANGE PROGRAM

Eligibility:

- the applicant must be currently enrolled in home university
- has a minimum CGPA of 3.0/4.0

Requirements:

- Accomplished DLSU Application Form (Inbound Exchange Student Program)
 - Curriculum Vitae
 - Official Transcript of Records
 - Photocopy of Passport
 - Letter of Recommendation as an Exchange Student
 - Certificate of Good Moral Character
 - Medical Certificate with x-ray result
 - Proof of English proficiency (*TOEFL at least 550-pbt, IELTS band of 6.0 or better and Certificate of English Proficiency or English as a Medium of Instruction*)
- Note: Please read the DLSU Fact Sheet for more*

DEADLINE OF SUBMISSION

- Term 1 – August/September to December (MAY 30)
- Term 2 – January to April (SEPTEMBER 30)
- Term 3 – May to August (JANUARY 30)

SUBMISSION PROCESS

We accept forms via email and courier.

- Via email, send to erio@dlsu.edu.ph and jhona.camba@dlsu.edu.ph.
- Via courier, mail to:

Office of the Vice President for External Relations
and Internationalization (International Center)
2401 Taft Avenue, 0922 Manila, Philippines

I. Personal Information

LAST NAME	
FIRST NAME	
MIDDLE NAME	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth (mm/dd/yyyy)	
Country of Birth	
Nationality	
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____
Complete residential address	
E-mail address	
Alternative E-mail address	
Mobile number	

II. Home University Information

Name of home university	
Complete address of home university	
Degree or Program of study	
Year level	
Name of Program Coordinator at home university	
Email	
Contact number	

III. Period Exchange Program

- Term 1, Academic Year 2017 - 2018 (August/September – December)
- Term 2, Academic Year 2017 - 2018 (January – April)
- Term 3, Academic Year 2017 - 2018 (May – August)

15th Floor, Henry Sy, Sr. Hall, 2401 Taft Avenue, 0922 Manila, Philippines
Telefax: (632) 523-911 | Trunk Line: (632) 524-4611 loc. 163
e-mail: erio@dlsu.edu.ph | www.dlsu.edu.ph



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IV. Courses to be taken at DE LA SALLE UNIVERSITY

DLSU allows 9 - 12 units (3-5 courses) to be enrolled per term. An approval from DLSU is required for a maximum of 15 units course load for exchange students.

Title of courses (Priority)	Course Code	Credits	REMARKS (FOR DLSU USE)
1.			
2.			
3.			
4.			
5.			
Title of courses (Alternate)	Course Code	Credits	REMARKS (FOR DLSU USE)
6.			
7.			
8.			

V. Emergency Contact Information

Person to contact	
Relationship to student	
Contact number	
Email address	

VI. Type of Exchange Agreement *(for the Home University Exchange Coordinator)*

- Bilateral Agreement
 Multilateral Agreement _____ *(e.g. AIMS, EUSHARE, GE4 etc.)*
 Others: _____



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PARENT'S CERTIFICATION OF PERMISSION

This is to certify that I am allowing my son/daughter to participate in student mobility as an Exchange Student to be held from _____ to _____ at De La Salle University, Philippines.
(duration of the exchange program)

It is understood that he/she will abide by the terms stipulated in the Memorandum of Agreement between De La Salle University and _____.
(name of home university, country)

I fully agree to waive any responsibility on the part of De La Salle University and _____
(name of home university)

in case of any untoward incident that may happen to my son/ daughter during the duration of the program.

Signature over printed name of Parent

Date

STUDENT DECLARATION

(Mark each box (✓) if you agree with each statement)

- I declare that the information I supplied in this INBOUND STUDENT EXCHANGE APPLICATION FORM are all correct and complete.
- I understand that the De La Salle University has the prerogative to deny my application and impose penalties for incorrect or incomplete information I have deliberately supplied.
- I recognize that it is my responsibility to provide all documentary evidence requested in this application.
- I agree to comply with the De La Salle University rules governing admission and enrollment of foreign students and with the policies on application, enrollment, and student exchange program.
- I understand that I am responsible for the prompt payment of any related fees as required in the program I am applying for.
- I authorize the De La Salle University Office of External Relations and Internationalization to obtain further information from concerned units at DLSU particularly clearances and certifications for purposes of my exchange program enrollment at the University.

Signature over printed name of Student

Date

Witnessed by:

Signature over printed name of Exchange Program Coordinator
(or Head of International Office at Home University)

Date