

## **Section 3**

### **ADMISSION TO THE UNIVERSITY**

#### **3.1 Admission Policy - Filipino Applicants**

##### **3.1.1 For Freshman Applicants**

Freshman applicants for admission to DLSU-D must:

- 3.1.1.1** have satisfactorily completed their secondary education or its equivalent;
- 3.1.1.2** have met the stanine scores required by the program the student wishes to enroll in;
- 3.1.1.3** have passed the interview and evaluation by the respective Deans or Department Chairs;
- 3.1.1.4** be of good moral character; and,
- 3.1.1.5** recommended by the School Principal or Guidance Counselor.

##### **3.1.2 For Transferee/Second Course Taker Applicants**

A student with previous college studies wishing to transfer to DLSU-D must:

- 3.1.2.1** have passed the interview and evaluation by the respective Deans or Department Chairs;
- 3.1.2.2** have met the stanine scores required by the program the student wishes to enroll in; and,
- 3.1.2.3** be of good moral.

#### **3.2 Admission Policy – Foreign Applicants**

##### **3.2.1 For Freshman Applicants**

Foreign freshman applicants for admissions in DLSU-D must:

- 3.2.1.1** have satisfactorily completed their secondary education or its equivalent;
- 3.2.1.2** have passed the interview and evaluation with the LLC Coordinator and the OSS Dean;
- 3.2.1.3** have met the stanine scores required by the program the student wishes to enroll in;
- 3.2.1.4** be of good moral character; and,
- 3.2.1.5** be recommended by the School Principal or Guidance Counselor.

##### **3.2.2 For Transferee/Second Course Taker Applicants**

A foreign student with previous college studies wishing to transfer to DLSU-D must:

- 3.2.2.1** have passed the interview and evaluation by the College Dean, LLC Coordinator and OSS Dean;

- 3.2.2.2** have passed the English Proficiency Examination;
- 3.2.2.3** have met the stanine scores required by the program the student wishes to enroll in; and,
- 3.2.2.4** be of good moral character.

### 3.3 Requirements and Procedures

#### 3.3.1 For Freshman Filipino Applicants – First Semester

| Part. 1 Application  |  |                |   |
|----------------------|--|----------------|---|
| 1                    | Fill-out and submit application form online.   | Online         | Log-in and create an account at <a href="http://www.dlsud.edu.ph/Admissions.htm">http://www.dlsud.edu.ph/Admissions.htm</a>   |
| 2                    | Print application form and accomplish recommendation form for signature of Guidance Counselor.                         |                | Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school   |
| 3                    | Submit printed application form and signed /sealed recommendation form.  | Counter 17     | Requirements:<br>1. Printed application form with latest ID photo (2x2 inches with white background)<br>2. Extra ID photo (identical to the one used in the application form)<br>3. Signed recommendation form with school's dry seal (last page of the application form) |
| 4                    | Pay application fee  | Counters 14-16 |   |
| 5                    | Submit official receipt to secure test permit.   |                |   |
| Part 2. Test         |  |                |   |
| 1                    | Arrive on time for the SAT as stated on the test permit.   |                |   |
| 2                    | Take the test.   |                |   |
| 3                    | View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit. |                | If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.   |
| Part 3: Confirmation |  |                |   |
| 1                    | Secure interview slip then proceed to respective college (For college programs requiring interview).                   | Counter 19     | Present the following:<br>1. DLSU-D SAT result.<br>2. Certified true copy of Form 138 (high school report card)<br><i>*For college programs without interview, proceed to the next step.</i>  |
| 2                    | Submit confirmation requirements.  | Counter 19     | Submit the following:<br>1. DLSU-D SAT result   |

|   |                                       |                |   |
|---|---------------------------------------|----------------|---|
|   |                                       |                | 2. Original Senior High School Form 138 (report Card)<br>3. Original Certificate of Good Moral Character<br>4. Photocopy of NSO birth certificate<br>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)<br>6. Police Clearance (for criminology students only).<br>7. Result of interview (for college programs requiring interview by the college)  |
| 3 | Pay confirmation fee.                 | Counters 14-16 | Pay the confirmation fee as stated in the payment slip. <ul style="list-style-type: none"> <li>• Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees.</li> <li>• Please refer to the registration form for the duration of the reservation and enrollment.</li> <li>• Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.</li> </ul> |
| 4 | Claim Enrollment and Medical Permits. | Counter 19     | Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.  |
| 5 | Take ID picture                       | Counter 5      | Present the official receipt (confirmation fee) for the student ID picture taking. <ul style="list-style-type: none"> <li>• Take note of the enrollment schedule specified in the enrollment permit.</li> </ul>   |

### 3.3.2 For Freshman Filipino Applicants – Second Semester

| Part. 1 Application |  |        |   |
|---------------------|--|--------|---|
| 1                   | Fill-out and submit application form online.   | Online | Log-in and create an account at <a href="http://www.dlsud.edu.ph/Admissions.htm">http://www.dlsud.edu.ph/Admissions.htm</a> |
| 2                   | Print application form and accomplish recommendation form for signature of Guidance Counselor. |        | Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school             |
| 3                   | Contact Admission Officer for Schedule of Pre-exam   |        |   |

|                             |  |                |   |
|-----------------------------|--|----------------|---|
|                             | Interview.   |                |   |
| 4                           | Secure Interview slip by presenting requirements.  | Counter 17     | Requirements:<br>4. Printed application form with latest ID photo (2x2 inches with white background)<br>5. Extra ID photo (identical to the one used in the application form)<br>6. Signed recommendation form with school's dry seal (last page of the application form)   |
| 5                           | Proceed to Pre-exam Interview.   |                |   |
| 6                           | Submit signed interview slip and requirements.   | Counter 17     | If the Pre-exam interview is passed, proceed to the next process. If it is failed, process ends here.   |
| 7                           | Pay application fee  | Counter 14-16  |   |
| 8                           | Submit official receipt to secure test permit  |                |   |
| <b>Part 2. Test</b>         |  |                |   |
| 1                           | Arrive on time for the SAT as stated in the test permit.   |                |   |
| 2                           | Take the test.   |                |   |
| 3                           | View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit. |                | If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.   |
| <b>Part 3: Confirmation</b> |  |                |   |
| 1                           | Submit confirmation requirements.  | Counter 19     | Submit the following:<br>1. DLSU-D SAT result<br>2. Original Senior High School Form 138 (report Card)<br>3. Original Certificate of Good Moral Character<br>4. Photocopy of NSO birth certificate<br>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)<br>6. Police Clearance (for criminology students only).<br>7. Result of interview (For college programs requiring interview by the college) |
| 2                           | Pay confirmation fee.  | Counters 14-16 | Pay the confirmation fee as stated in the payment slip.   |

|   |                                       |            |   |
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|   |                                       |            | <ul style="list-style-type: none"> <li>• Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees.</li> <li>• Please refer to the registration form for the duration of the reservation and enrollment.</li> <li>• Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.</li> </ul> |
| 3 | Claim Enrollment and Medical Permits. | Counter 19 | Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.  |
| 4 | Take ID picture.                      | Counter 5  | Present the official receipt (confirmation fee) for the student ID picture taking. <ul style="list-style-type: none"> <li>• Take note of the enrollment schedule specified in the enrollment permit.</li> </ul>   |

### 3.3.3 For Freshman Foreign Applicants – First Semester

| Part. 1 Application |  |            |  |
|---------------------|--|------------|--|
| 1                   | Fill-out and submit application form online.   | Online     | Log-in and create an account at <a href="http://www.dlsud.edu.ph/Admissions.htm">http://www.dlsud.edu.ph/Admissions.htm</a>  |
| 2                   | Print application form and accomplish recommendation form for signature of Guidance Counselor. |            | Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school  |
| 3                   | Secure Track Clearance Form.   | Counter 17 |  |
| 4                   | Proceed to OSS for interview and submit requirements.  | OSS        | Photocopy of the following:<br>Certificate of Good Moral Character<br>Transcript of Records<br>Passport/ ACR or I-Card<br>Student Visa or SSP used in previous school (if available) |
| 5                   | Secure recommendation form from OSS.   | OSS        |  |
| 6                   | Submit signed recommendation form and requirements   | Counter 17 | Requirements:<br>1. Printed application form with latest ID photo (2x2 inches with white background)<br>2. Extra ID photo (identical to the one used in the application form)        |

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|                             |  |                | 3. Signed recommendation form with the school's dry seal (last page of the application form)  |
| 7                           | Pay application fee  | Counters 14-16 | Application Fee is USD 50.00 (non-refundable)   |
| 8                           | Submit official receipt to secure test permit.   | Counter 17     |   |
| <b>Part 2. Test</b>         |  |                |   |
| 1                           | Arrive on time for the SAT as stated in the test permit.   |                |   |
| 2                           | Take the test.   |                |   |
| 3                           | View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit. |                | If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.   |
| <b>Part 3: Confirmation</b> |  |                |   |
| 1                           | Secure interview slip then proceed to respective college (For college programs requiring interview).                   | Counter 19     | Present the following:<br>1. DLSU-D SAT result.<br>2. Certified true copy of Form 138 (high school report card)<br><i>*For college programs without interview, proceed to the next step.</i>  |
| 2                           | Submit confirmation requirements.  | Counter 19     | Submit the following:<br>1. DLSU-D SAT result<br>2. Original Senior High School Form 138 (report Card)<br>3. Original Certificate of Good Moral Character<br>4. Photocopy of NSO birth certificate<br>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)<br>6. Police Clearance (for criminology students only).<br>7. Result of interview (For college programs requiring interview by the college) |
| 3                           | Pay confirmation fee.  | Counters 14-16 | Pay the confirmation fee as stated in the payment slip.<br><ul style="list-style-type: none"> <li>• Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees.</li> <li>• Please refer to the registration form for</li> </ul>  |

|   |                                       |            |   |
|---|---------------------------------------|------------|---|
|   |                                       |            | <p>the duration of the reservation and enrollment.</p> <ul style="list-style-type: none"> <li>• Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.</li> </ul> |
| 4 | Claim Enrollment and Medical Permits. | Counter 19 | Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.  |
| 5 | Take ID picture                       | Counter 5  | <p>Present the official receipt (confirmation fee) for the student ID picture taking.</p> <ul style="list-style-type: none"> <li>• Take note of the enrollment schedule specified in the enrollment permit.</li> </ul>    |

### 3.3.4 For Freshman Foreign Applicants – Second Semester

| Part. 1 Application |  |            |   |
|---------------------|--|------------|---|
| 1                   | Fill-out and submit application form online.   | Online     | Log-in and create an account at <a href="http://www.dlsud.edu.ph/Admissions.htm">http://www.dlsud.edu.ph/Admissions.htm</a>   |
| 2                   | Print application form and accomplish recommendation form for signature of Guidance Counselor. |            | Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school   |
| 3                   | Contact Admission Officer for Schedule of Pre-exam Interview.                                  |            |   |
| 4                   | Secure Track Clearance Form.   | Counter 17 |   |
| 5                   | Proceed to OSS for interview and submit requirements.  | OSS        | Photocopy of the following:<br>Certificate of Good Moral Character<br>Transcript of Records<br>Passport/ ACR or I-Card<br>Student Visa or SSP used in previous school (if available)  |
| 6                   | Secure recommendation form from OSS.   | OSS        |   |
| 7                   | Secure Interview slip by presenting requirements.  | Counter 17 | <p>Requirements:</p> <ol style="list-style-type: none"> <li>1. Printed application form with latest ID photo (2x2 inches with white background)</li> <li>2. Extra ID photo (identical to the one used in the application form)</li> <li>3. Signed recommendation form with the school's dry seal (last page of the</li> </ol> |

|                             |  |                |   |
|-----------------------------|--|----------------|---|
|                             |  |                | application form)   |
| 8                           | Proceed to Pre-exam Interview.   |                |   |
| 9                           | Submit signed recommendation form and requirements.  | Counter 17     | Same requirements in step 7.  |
| 10                          | Pay application fee.   | Counters 14-16 | Application Fee is USD 50.00 (non-refundable)   |
| 11                          | Submit official receipt to secure test permit  | Counter 17     |   |
| <b>Part 2. Test</b>         |  |                |   |
| 1                           | Arrive on time for the SAT as stated in the test permit  |                |   |
| 2                           | Take the test  |                |   |
| 3                           | View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit. |                | If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.   |
| <b>Part 3: Confirmation</b> |  |                |   |
| 1                           | Submit confirmation requirements   | Counter 19     | Submit the following:<br>1. DLSU-D SAT result<br>2. Original Senior High School Form 138 (report Card)<br>3. Original Certificate of Good Moral Character<br>4. Photocopy of NSO birth certificate<br>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)<br>6. Police Clearance (for criminology students only).<br>7. Result of interview (For college programs requiring interview by the college) |
| 2                           | Pay confirmation fee.  | Counters 14-16 | Pay the confirmation fee as stated in the payment slip.<br><ul style="list-style-type: none"> <li>• Please note that the confirmation/reservation fee is non-refundable but will be deducted from student's tuition fees.</li> <li>• Please refer to the registration form for the duration of the reservation and enrollment.</li> </ul>   |



|   |                                       |            |   |
|---|---------------------------------------|------------|---|
|   |                                       |            | <ul style="list-style-type: none"> <li>Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.</li> </ul>  |
| 3 | Claim Enrollment and Medical Permits. | Counter 19 | Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means ‘no reservation’.  |
| 4 | Take ID picture.                      | Counter 5  | Present the official receipt (confirmation fee) for the student ID picture taking. <ul style="list-style-type: none"> <li>Take note of the enrollment schedule specified in the enrollment permit.</li> </ul> |

### 3.3.5 For Transferee and Second Course Taker Applicants

| Part. 1 Application |   |                |  |
|---------------------|---|----------------|--|
| 1                   | Fill-out and submit application form online.                  | Online         | Log-in and create an account at <a href="http://www.dlsud.edu.ph/Admissions.htm">http://www.dlsud.edu.ph/Admissions.htm</a>  |
| 2                   | Print application form.                                       |                |  |
| 3                   | Contact Admission Officer for Schedule of Pre-exam Interview. |                |  |
| 4                   | Secure Interview slip by presenting requirements.             | Counter 17     | Requirements: <ol style="list-style-type: none"> <li>Printed application form with latest ID photo (2x2 inches with white background)</li> <li>Extra ID photo (identical to the one used in the application form)</li> <li>Photocopy of Transcript of Records</li> <li>Photocopy of certificate of Good Moral Character</li> </ol> <i>*Original copy must be presented for verification purposes</i> |
| 5                   | Proceed to Pre-exam Interview.                                |                |  |
| 6                   | Submit signed interview slip and requirements.                | Counter 17     | If the Pre-exam interview is passed, proceed to the next process. If failed, the process ends here.  |
| 7                   | Pay application fee.  | Counters 14-16 |  |
| 8                   | Submit official receipt to secure test permit.                |                |  |
| Part 2. Test        |   |                |  |
| 1                   | Arrive on time for the SAT as stated in the test permit       |                |  |
| 2                   | Take the test   |                |  |

|                             |  |                |  |
|-----------------------------|--|----------------|--|
| <b>3</b>                    | View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit. |                | If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.  |
| <b>Part 3: Confirmation</b> |  |                |  |
| <b>1</b>                    | Submit confirmation requirements.  | Counter 19     | Submit the following:<br>1. DLSU-D SAT result<br>2. Original Senior High School Form 138 (report Card)<br>3. Original Certificate of Good Moral Character<br>4. Photocopy of NSO birth certificate<br>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)<br>6. Police Clearance (for criminology students only).  |
| <b>2</b>                    | Pay confirmation fee.  | Counters 14-16 | Pay the confirmation fee as stated in the payment slip.<br><ul style="list-style-type: none"> <li>• Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees.</li> <li>• Please refer to the registration form for the duration of the reservation and enrollment.</li> <li>• Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.</li> </ul> |
| <b>3</b>                    | Claim Enrollment and Medical Permits.  | Counter 19     | Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.   |
| <b>4</b>                    | Take ID picture.   | Counter 5      | Present the official receipt (confirmation fee) for the student ID picture taking.<br><ul style="list-style-type: none"> <li>• Take note of the enrollment schedule specified in the enrollment permit.</li> </ul>   |

**3.3.6 For Returnee Applicants**

|   |                          |                    |   |
|---|--------------------------|--------------------|---|
| 1 | Secure referral slip     | Counter 17         |   |
| 2 | Accomplish clearance     | Counters 6 and 12  |   |
| 3 | Accomplish Interview     | Respective College | Present referral slip and attach previous registration form/copy of grades. |
| 4 | Secure enrollment permit | Counter 19         | Submit signed interview slip  |