

## **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

<b>Part. 1 Application</b>			
<b>1</b>	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>
<b>2</b>	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
<b>3</b>	Submit printed application form and signed /sealed recommendation form.	Counter 17	Requirements: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form) 3. Signed recommendation form with school's dry seal (last page of the application form)
<b>4</b>	Pay application fee	Counters 14-16	
<b>5</b>	Submit official receipt to secure test permit.		
<b>Part 2. Test</b>			
<b>1</b>	Arrive on time for the SAT as stated on the test permit.		
<b>2</b>	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>	Secure interview slip then proceed to respective college (For college programs requiring interview).	Counter 19	Present the following: 1. DLSU-D SAT result. 2. Certified true copy of Form 138 (high school report card) <i>*For college programs without interview, proceed to the next step.</i>
<b>2</b>	Submit confirmation requirements.	Counter 19	Submit the following: 1. DLSU-D SAT result

			<ol style="list-style-type: none"> <li>2. Original Senior High School Form 138 (report Card)</li> <li>3. Original Certificate of Good Moral Character</li> <li>4. Photocopy of NSO birth certificate</li> <li>5. 3 pcs. 2x2 recent colored pictures.</li> <li>6. Police Clearance (for criminology students only).</li> <li>7. Result of interview (for college programs requiring interview by the college)</li> </ol>
<b>3</b>	Pay confirmation fee.	Counters 14-16	<p>Pay the confirmation fee as stated in the payment slip.</p> <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>4</b>	Claim Enrollment and Medical Permits.	Counter 19	<p>Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.</p>
<b>5</b>	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>

### **3.3.2 For Freshman Filipino Applicants – Second Semester**

<b>Part. 1 Application</b>			
<b>1</b>	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>
<b>2</b>	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
<b>3</b>	Contact Admission Officer for Schedule of Pre-exam		

	Interview.		
<b>4</b>	Secure Interview slip by presenting requirements.	Counter 17	<p>Requirements:</p> <ol style="list-style-type: none"> <li>4. Printed application form with latest ID photo (2x2 inches with white background)</li> <li>5. Extra ID photo (identical to the one used in the application form)</li> <li>6. Signed recommendation form with school's dry seal (last page of the application form)</li> </ol>
<b>5</b>	Proceed to Pre-exam Interview.		
<b>6</b>	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.
<b>7</b>	Pay application fee	Counter 14-16	
<b>8</b>	Submit official receipt to secure test permit		
<b>Part 2. Test</b>			
<b>1</b>	Arrive on time for the SAT as stated in the test permit.		
<b>2</b>	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	<p>Submit the following:</p> <ol style="list-style-type: none"> <li>1. DLSU-D SAT result</li> <li>2. Original Senior High School Form 138 (report Card)</li> <li>3. Original Certificate of Good Moral Character</li> <li>4. Photocopy of NSO birth certificate</li> <li>5. 3 pcs. 2x2 recent colored pictures.</li> <li>6. 6 pcs. 2x2 recent colored pictures (for criminology students only)</li> <li>7. Police Clearance (for criminology students only).</li> <li>7. Result of interview (For college programs requiring interview by the college)</li> </ol>
<b>2</b>	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>
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: Certificate of Good Moral Character Transcript of Records Passport/ ACR or I-Card 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: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form)

			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: 1. DLSU-D SAT result. 2. Certified true copy of Form 138 (high school report card) <i>*For college programs without interview, proceed to the next step.</i>
2	Submit confirmation requirements.	Counter 19	Submit the following: 1. DLSU-D SAT result 2. Original Senior High School Form 138 (report Card) 3. Original Certificate of Good Moral Character 4. Photocopy of NSO birth certificate 5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only) 6. Police Clearance (for criminology students only). 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</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>
<b>4</b>	Claim Enrollment and Medical Permits.	Counter 19	<p>Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means ‘no reservation’.</p>
<b>5</b>	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			
<b>1</b>	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>
<b>2</b>	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
<b>3</b>	Contact Admission Officer for Schedule of Pre-exam Interview.		
<b>4</b>	Secure Track Clearance Form.	Counter 17	
<b>5</b>	Proceed to OSS for interview and submit requirements.	OSS	Photocopy of the following: Certificate of Good Moral Character Transcript of Records Passport/ ACR or I-Card Student Visa or SSP used in previous school (if available)
<b>6</b>	Secure recommendation form from OSS.	OSS	
<b>7</b>	Secure Interview slip by presenting requirements.	Counter 17	Requirements: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form) 3. Signed recommendation form with the school’s dry seal (last page of the

			application form)
<b>8</b>	Proceed to Pre-exam Interview.		
<b>9</b>	Submit signed recommendation form and requirements.	Counter 17	Same requirements in step 7.
<b>10</b>	Pay application fee.	Counters 14-16	Application Fee is USD 50.00 (non-refundable)
<b>11</b>	Submit official receipt to secure test permit	Counter 17	
<b>Part 2. Test</b>			
<b>1</b>	Arrive on time for the SAT as stated in the test permit		
<b>2</b>	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	<p>Submit the following:</p> <ol style="list-style-type: none"> <li>1. DLSU-D SAT result</li> <li>2. Original Senior High School Form 138 (report Card)</li> <li>3. Original Certificate of Good Moral Character</li> <li>4. Photocopy of NSO birth certificate</li> <li>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)</li> <li>6. Police Clearance (for criminology students only).</li> <li>7. Result of interview (For college programs requiring interview by the college)</li> </ol>
<b>2</b>	Pay confirmation fee.	Counters 14-16	<p>Pay the confirmation fee as stated in the payment slip.</p> <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> <p><i>*Original copy must be presented for verification purposes</i></p>
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	<p>Submit the following:</p> <ol style="list-style-type: none"> <li>1. DLSU-D SAT result</li> <li>2. Original Senior High School Form 138 (report Card)</li> <li>3. Original Certificate of Good Moral Character</li> <li>4. Photocopy of NSO birth certificate</li> <li>5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only)</li> <li>6. Police Clearance (for criminology students only).</li> </ol>
<b>2</b>	Pay confirmation fee.	Counters 14-16	<p>Pay the confirmation fee as stated in the payment slip.</p> <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	<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>

### **3.3.6 For Returnee Applicants**

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