



ADMISSIONS PROCEDURES FOR COLLEGE FRESHMEN – INTERNATIONAL/DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-002

Revision Number: 002

Confidentiality Level: Public

Approval Date: February 12, 2026

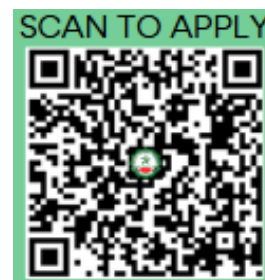
Review Cycle: Yearly

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STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR code found on the right side.

Note. *If you have already been issued a DLSU-D Student Number, please use it as your username along with your self-assigned password to access the Admission Portal.*



- Fill out the necessary fields in your admissions account to generate your DLSU-D application form.
- Upload all the pre-admission requirements:
 - Accomplished and fully signed DLSUD Declaration Form (downloadable via the DLSU-D Admissions Portal)
 - Latest 2"x2" photo with name tag on white background
 - PSA-issued birth certificate
 - Report Card (Grade 11 and/or Grade 12; Front and Back)
 - Latest fit to study Certificate (for applicants with declared disability)

STEP 2: VALIDATION

- After two (2) working days, the applicant will receive an email from a CSA representative with instructions to proceed with the following steps:
 - International Students Office (ISO)
 - Email the following documentary requirements to iso@dlsud.edu.ph
 - Certificate of Good Moral Character;
 - Transcript of Records;
 - Passport/ACR or I-Card;
 - Student Visa or SSP used in the previous school;
 - Visa; and
 - Proof of dual citizenship (for dual citizen – applicants)
 - Wait for further instructions from the ISO representative via your registered email.
 - After a successful evaluation of submitted credentials, the applicant will be endorsed back to the Center for Student Admissions indicating the application status and declared citizenship.
 - Language Learning Center (LLC)
 - The applicant will be endorsed to Language Learning Center for English Proficiency Assessment.
 - You are advised to communicate directly with the Language Learning Center (LLC) for the English Proficiency Assessment and further instructions. You may choose from the following options:
 - Visit the LLC in person
Located on the 2nd floor of the La Porteria Building, near Magpuri Gate (Gate 2), DLSU-D.

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Director

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- If residing abroad or unable to visit in person,
Please email the LLC at llcsecretary@dlsud.edu.ph with the following details:

Full Name

Application Number (if available)

Contact Information

Reason for remote coordination

Preferred schedule (if applicable)

- After the assessment, the applicant will be endorsed back to the Center for Student Admissions indicating the applicant's level of English proficiency.
 - The university directly admits foreign student applicants with B1 level using the CEFR model. Applicants whose proficiency level does not meet the admission standards shall be required to take the English Proficiency Language Program.
- You may only proceed to the next steps of the admissions process once both the International Students Office (ISO) and the Language Learning Center (LLC) have endorsed you back to the Center for Student Admissions (CSA), confirming that their evaluations are complete and you are cleared to continue.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱2,500.00** application fee.
- Click “**Proceed to Payment Portal**” (if the page does not proceed, turn off your popup blocker on your browser)
- From the Payment Portal select “**Payments**” (upper left on laptop/PC device and upper right on mobile device) then click PAY.

You may choose on any of the following:

- **MAYA** (debit card and credit card)

- **QRPH** (e-wallet and online banking)

- Check the Payment Portal for a “Paid” status after a successful payment.
Note: “If the payment process does not suit your convenience, please use the alternative option.”
 - Bills Payment (via online banking apps or over-the-counter bank transaction)
 - Bank: Union Bank (Merchant name: DLSU-Dasmariñas)
- Examination details and instructions will be available on your DLSU-D Admissions Portal within three (3) working days.
- Take the DLSU-D Student Admissions Test (**DSAT**).

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DSAT Exemption

The following applicants are **exempted from taking the DLSU-D Student Admissions Test (DSAT)**:

- ★ **Patriot Pathway** - intended for Grade 12 graduates of De La Salle University–Dasmariñas (DLSU-D).
- ★ **Animo Pathway** - open to graduates from **any La Salle school** and whose grade is equivalent to **at least 85%**.
- ★ Applicants whose parent is an **alumnus/alumna of DLSU-D** and whose grade is equivalent to **at least 90%**.
- ★ International credentials, particularly the results of the Scholastic Aptitude Test (SAT) who meet the following requirements:
 - SAT was taken within the year before applying to DLSU-D.
 - SAT score of at least 1,000 (Math, Reading, and Writing).
 - Senior High School GPA is at least 85%.

Note: The DSAT is waived; however, applicants are still required to pay the application fee.

STEP 4: DELIBERATION

- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

STEP 5: CONFIRMATION

- Select your final preferred program in the DLSU-D Admissions Portal.
Note: If you are applying for **BS in Architecture (ARC)** or **Bachelor of Multimedia Arts (MMA)**, you must pass the skills test and interview before your slot can be confirmed. Kindly check your Admissions Portal for instructions and interview details.
- Pay the non-refundable and non-transferable confirmation fee of ₱6,500.00. (Refer to STEP 3 for the official payment channels and instructions).
- Check your DLSU-D Admissions Portal account within five (5) working days for confirmation updates.

STEP 6: ENROLLMENT

- Submit the documentary requirements to the Office of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.
Reminder: Students must undergo medical examinations at accredited polyclinics; check the DLSU-D Admissions Portal for schedules and complete procedures.

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