

	ADMISSIONS PROCEDURES FOR DLSU-D-G12– INTERNATIONAL APPLICANTS	
	Document Reference: EOMS-CSA-PRC-004	Revision Number: 002
	Confidentiality Level: Public	Approval Date: February 12, 2026
	Review Cycle: Yearly	Effectivity Date: February 12, 2026

Patriot Pathway: Seamless College Transition for DLSU-D Grade 12 Students

The Patriot Pathway is a dedicated transition process designed to support DLSU-D Grade 12 students as they move into college. This pathway ensures a smooth, efficient, and priority-guided experience.

STEP 1: APPLICATION

- Log-in to DLSU-D Admissions Portal at <https://www.dlsud.edu.ph/aboutAdmissionsPortal.htm> your student number and self-made password

NOTE: Kindly select “**DLSUDG12 - FRESHMAN**” as the application category.

- Review and update personal information
- Choose your final preferred college program
- Submit your application for college transition



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:

1. 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.

2. 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.

Prepared by: (Sgd) Ms. Carolyn R. Jardiniano Associate Director, ATU	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by: (Sgd) Dr. Mary Felidora Florinor M. Amparo Vice Provost for Academics
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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: 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.*
- Once your application has been reviewed, you will receive a confirmation via email or portal notification. To secure your slot, please pay ₱7,000, which covers the following:
 - **₱6,500** for slot reservation (deductible from tuition)
 - **₱500** processing 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)

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- 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)

STEP 4: 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.

Note: All DLSU-D Grade 12 applicants are granted a special confirmation period under the Patriot Pathway, with no application fee required. This exclusive route ensures priority handling and support throughout the transition.

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