

	ADMISSIONS PROCEDURES FOR NIGHT COLLEGE – FRESHMEN APPLICANTS	
	Document Reference: EOMS-CSA-PRC-024	Revision Number: 002
	Confidentiality Level: Public	Approval Date: March 10, 2026
	Review Cycle: Yearly	Effectivity Date: March 10, 2026

STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link: <https://admission.dlsud.edu.ph/admission/login.aspx>. Applicant must select “Night College Scholarship Program” as application category.
- Accomplish the application form by filling out the required information
- Email the following pre-admissions requirements to csa_application@dlsud.edu.ph with the subject line “Night College Freshman Applicant, ___ Semester, SY 20___ - 20___”
 - Accomplished DLSU-D application form (downloadable in DLSU-D Admissions Portal)
 - Copy of Grade 12 Form 138 (with final grades and signed by the School Principal)
 - Latest 2x2 photo with white background
 - PSA – issued birth certificate;
- After submitting the pre-admission requirements, you will receive an email from CSA Representative informing to upload the digital documents for Night College Program within three (3) working days.
- Upload all required employment, financial, and personal documents in digital format via the Google Drive link <https://bit.ly/DLSUDNightCollegeApplication26-27>



STEP 2: SCREENING/VALIDATION

- The uploaded documents will be reviewed by the Night College Director. If you pass the initial evaluation, the next step is a one-on-one interview. You will receive your interview schedule through a personal email from the Night College Director.
- **One-on-One Interview:** Passing the initial evaluation leads to further verification through a one-on-one interview with the Night College Director.
- **Panel Interview:** Your interview will be conducted by a panel composed of representatives from the Mission Office, the Computer Science Department or Philosophy and Psychology Department and the College administration. The panel will evaluate your commitment, time management, motivation, and other relevant qualities.
- **Skills Assessment (for BCS applicants only):** If you pass the panel interview, your next step will be a diagnostic test administered by the Computer Science Department to assess technical aptitude.
- After completing the interview process, if you have passed the screening, panel interview, and skills test (*for BCS applicants only*), your application will be endorsed back to the Center for Student Admissions for admissions evaluation.
- Check your application status via DLSU-D Admissions Portal within three (3) working days.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱300.00** 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)

Prepared by: (Sgd) Ms. Carolyn R. Jardiniano <i>Associate Director, ATU</i>	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron <i>Director</i>	Approved by: (Sgd) Dr. Mary Felidora Florinor M. Amparo <i>Vice Provost for Academics</i>
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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)
- 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**).

STEP 4: CONFIRMATION

- Check your DLSU-D Admissions Portal within five (5) working days.

STEP 5: 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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