

**ADMISSIONS PROCEDURES FOR TRANSFEREE/SECOND COURSE TAKER – FILIPINO APPLICANTS**

Document Reference: EOMS-CSA-PRC-005

Revision Number: 002

Confidentiality Level: Public

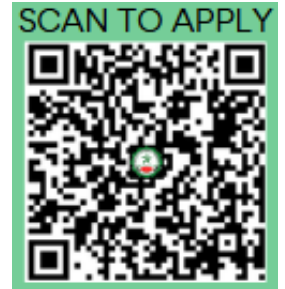
Approval Date: February 11, 2026

Review Cycle: Yearly

Effectivity Date: March 01, 2026

STEP 1: APPLICATION

- Create your DLSU-D Admission 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 files in your admission accounts to generate your DLSU-D application form.
- Upload all pre-admission requirements:
 - Latest 2"x2" photo with name tag, on white background
 - Birth Certificate / PSA-issued Birth Certificate
 - Official Transcript of Records
 - Diploma (for second course takers only)
 - Latest fit to study Certificate (for applicants with declared disability)
- Email your DLSU-D application form, Official Transcript of Records, PSA-issued Birth Certificate, and 2" x 2" I.D. picture to **csa_application@dlsud.edu.ph**

**STEP 2: VALIDATION**

- The applicant will receive notification regarding the evaluation process and instructions from the College Associate Dean/Program Representative, concerning the program to which the applicant intends to apply.
- Upon completion of the evaluation process, you may check your application status within two (2) days through your admissions portal or registered email address.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱1,000.00** 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**).

STEP 4: DELIBERATION

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

STEP 5: CONFIRMATION

- Select your final preferred program through DLSU-D Admissions Portal.
- Pay the non-refundable and non-transferable confirmation fee of **₱6,500.00**. (Refer to STEP 3 for available payment channels).
- Check your DLSU-D Admissions Portal account within five (5) working days for confirmation updates.

STEP 6: ENROLLMENT

- Scan the **QR code** to see the list of documentary requirements.
 - 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.

**DOCUMENTARY
REQUIREMENTS**

Prepared by:

(Sgd) 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