



ADMISSIONS PROCEDURES FOR TRANSFEREE/SECOND COURSE TAKERS – INTERNATION/DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-006

Revision Number: 002

Confidentiality Level: Public

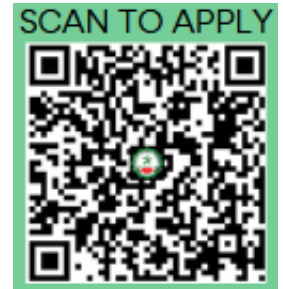
Approval Date: February 11, 2026

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 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, the applicant will receive an email from a CSA representative with instructions to send the following documentary requirements to the **International Student Office (ISO)** at iso@dlsud.edu.ph:
 - Accomplished DLSU – D Application Form
 - Certificate of Good Moral Character
 - Transcript of Records
 - Passport/ACR or I-Card
 - Student Visa or SSP used in the previous school
 - Visa
 - Proof of Dual Citizenship (for Dual Citizen Applicants)
- Wait for further advise from the ISO representative.
- Applicant will be endorsed back to the Center for Student Admissions (CSA) upon successful evaluation of submitted credentials.
- The applicant will be endorsed to the Language Learning Center (LLC) for the DLSU-D English Language Proficiency Assessment. After the assessment, the applicant will be endorsed again 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 DLSU-D English Language Proficiency Assessment.
- Check the DLSU-D Admissions Portal and/or registered email address within two (2) working days for further instructions.

Prepared by:

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Reviewed by:

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Director

Approved by:

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Vice Provost for Academics



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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**).

STEP 4: DELIBERATION

- 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**

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