

**UNDERGRADUATE**  
**SHIFTING | TERM 2, AY 2025-2026**  
**(Internal and External Shifting)**  
**GENERAL POLICIES ON SHIFTING**

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- Ineligible students may apply for a shift, subject to the approval of the department accepting the application.
  - An applicant must have a residency of **two (2) completed terms in the current program.**
  - The approval of the application to shift depends on the following:
    - Acceptance (for internal/external shifting) by the Accepting Department/College
  - Shifting fees include the following:
    - Application fee including Transcript of Records – PhP500.00
    - College Processing Fee – PhP50.00  
*Note: To be paid in archershub*
  - Colleges and departments may have additional requirements and policies.
  - Students may transfer to programs offered at either the Manila or Laguna campuses.
  - The online form must be accessed once per term. Thus, the student is expected to have verified that the program for which they are applying is offered in the following term.
  - Each student can only apply for a maximum of two (2) programs per term.
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# UNDERGRADUATE

## SHIFTING | TERM 2, AY 2025-2026

### (Internal and External Shifting)

### SCHEDULE OF ACTIVITIES

STEPS	DATES	PROCEDURES
1. Check Clearance in <a href="https://archershub.dlsu.edu.ph/">https://archershub.dlsu.edu.ph/</a>	Due: Jan 18, 2026	<ul style="list-style-type: none"> <li>● Students are to check if they have any existing Clearance Holds in Archer's Hub.</li> <li>● The shifting application and payment (considered non-refundable) will be deemed CANCELLED WITHOUT REFUND if a hold status was incurred during the processing of the shifting application.</li> </ul>
2. Access the Archer's hub: <a href="https://archershub.dlsu.edu.ph/">(https://archershub.dlsu.edu.ph/)</a>	Mar 16, 2026 (08:00 AM) – Mar 28, 2026 (05:00 PM)	<ul style="list-style-type: none"> <li>● Students should click the "Program Shift" option in the navigation panel of their portal (on the left side of the screen).</li> <li>● Payment must be made through the archershub (online payment) upon submission of the application               <ul style="list-style-type: none"> <li>✓ Amount to be paid (Php 550.00 per shifting application)</li> <li>✓ The shifting application fee is considered <b>non-refundable</b></li> </ul> </li> <li>● Student to seek permission from his/her Parent/Guardian on Record (PGOR) regarding application for shifting.</li> <li>● Students attach a valid ID for the Parent/Guardian on Record (PGOR) to the Google form.</li> </ul>

***Reminder:***

*When a student has already shifted into two programs/degrees, they are no longer allowed to change to another program.*

***Note:*** Students applying to the Applied Corporate Management must coordinate with the Management and Organization Department regarding the Qualifying exam

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	STEPS	DATES	PROCEDURES
3.	1: Endorsement of the Sending or Current College Assoc Dean	Mar 16, 2026 to Mar 31, 2026	<ul style="list-style-type: none"> <li>The student's application for shifting shall be forwarded to the current College Department Chair for endorsement.</li> </ul>
2: Evaluation of Accepting Department Chair	<ul style="list-style-type: none"> <li>Shifting applicants/students will be informed if their application is disapproved; otherwise, it will be forwarded to the Accepting Department/College or School.</li> </ul>		
3: Approval from Accepting Department Chair	<p>Note: Internal and External shifting will be for the approval of the Accepting department Chair/Vice Chair</p>		
4.	Release/ Posting of Shifting Results	Apr 06, 2026 – Apr 11, 2026	<ul style="list-style-type: none"> <li>The Academic Department must release the results, and applicants/students shall be informed via email or an announcement once their application has been decided.</li> <li>Students with two approved applications must inform the Department/College which application will be canceled; otherwise, the first program will be considered the final choice.</li> </ul>
5.	Check the Degree Program in Archershub	May 11, 2026 (Start of Term 3 AY 25-26)	<ul style="list-style-type: none"> <li>The degree code of the approved program must be reflected; otherwise, please send an email to <a href="mailto:registrar@dlsu.edu.ph">registrar@dlsu.edu.ph</a></li> <li>Enroll in courses for the approved program during the online enrollment period. The schedule is posted at <a href="https://www.dlsu.edu.ph/offices/registrar/schedules/">https://www.dlsu.edu.ph/offices/registrar/schedules/</a></li> <li>An email from OUR will be sent once the approved shifting is processed</li> </ul>