

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

- ❖ Ineligible students may apply for a shift, subject to the department's approval.
 - ❖ An applicant must have completed two (2) terms of residency 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
 - Total” = Php 550

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 student is expected to have verified that the program for which they are applying is offered in the following term.
 - ❖ A student can apply to up to 2 programs per term.
 - You must wait for the decision on your first application before submitting the second.
 - If you submit a second application, the approved program from your final application becomes your official program.
 - ❖ Students who submitted their application without the required payment are advised to access ArchersHub and proceed to the “My Payment” section to complete their transaction.
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SCHEDULE OF ACTIVITIES

| | STEPS | DATES | PROCEDURES |
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| 1. | Check Clearance in https://archershub.dlsu.edu.ph/ | Due: Jan 18, 2026 | <ul style="list-style-type: none"> Students are to check if they have any existing Clearance Holds in Archer's Hub. 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. |
| 2. | Same Campus shifting Access the Archer's hub: https://archershub.dlsu.edu.ph/ For Inter-Campus Shifting: https://forms.gle/dH1fQ6L8VGv51Czg7 | Mar 16, 2026 (08:00 AM) – Mar 28, 2026 (05:00 PM) Extension: 30 Mar (08:00) to 07 Apr 2026 (17:00) | <ul style="list-style-type: none"> Students should click the "Program Shift" option in the navigation panel of their portal (on the left side of the screen). Payment must be made through the archershub (online payment) upon submission of the application <ul style="list-style-type: none"> ✓ Amount to be paid (Php 550.00 per shifting application) ✓ The shifting application fee is considered non-refundable <p>Reminder: <i>When a student has already shifted into two programs/degrees, they are no longer allowed to change to another program.</i></p> <p>Note: <i>Students applying to the Applied Corporate Management must coordinate with the Management and Organization Department regarding the Qualifying exam</i></p> <p>For Inter-Campus Shifting payment: <i>BDO Online and Over-the-Counter Bills Payment. Payment may also be done through online and over-the-counter (OTC) bills payment at any branch of BDO. Please be guided by the following details: Name of Bank : Banco De Oro (BDO) Biller's Name : DLSU-Manila Institution Code : 1125 For checks, please make the check payable to De La Salle University, Inc. via OTC Bills Payment. Please refer to the BDO Bills Payment Procedures for the complete guide on the payment methods.</i></p> |

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| 3. | 1: Endorsement of the Sending or Current College Assoc Dean | Mar 16, 2026 to Apr 14, 2026 | <ul style="list-style-type: none"> The student’s application for shifting shall be forwarded to the current College Department Chair for endorsement. |
| 2: Evaluation of Accepting Department Chair | <ul style="list-style-type: none"> Shifting applicants/students will be informed if their application is disapproved; otherwise, it will be forwarded to the Accepting Department/College or School. | | |
| 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 14, 2026 | <ul style="list-style-type: none"> The Academic Department must release the results, and applicants/students shall be informed via email or an announcement once their application has been decided. 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. |
| 5. | Check the Degree Program in Archershub | May 04, 2026 (Start of Term 3 AY 25-26) | <ul style="list-style-type: none"> The degree code of the approved program must be reflected; otherwise, please send an email to registrar@dlsu.edu.ph Enroll in courses for the approved program during the online enrollment period. The schedule is posted at https://www.dlsu.edu.ph/offices/registrar/schedules/ An email from OUR will be sent once the approved shifting is processed |