Admissions and
Scholarships Office

Form No. UG-31.2
***Note: This form must be accomplished in triplicate.**

CONFIRMATION DOCUMENT CHECKLIST

FULL NAME *(Surname, First Name, Middle Name)* **:** _____
APPLICATION ID : _____ **SCHOOL TYPE** : _____
DEGREE PROGRAM : _____ **CAMPUS** : _____

**** PLEASE visit the First-Year (Frosh) College Confirmation Guide for your reference.***
PLEASE CHECK THE APPLICABLE BOXES, AND ARRANGE THE CREDENTIALS AS FOLLOWS:

DOCUMENT/S	✓	REMARKS *[DO NOT FILL. FOR OAS USE]*
1. Offer Letter		
2. Proof of Payment of Reservation/Confirmation Fee / Printed Payment Acknowledgment Slip		
3. Grades / Completion of High School (SUBMIT ONLY THOSE THAT APPLY *)		
• Original Grade 12 Final Report Card (Form 138) for all semesters, trimester or quarter terms		
• Apostille / Authenticated Transcript of Records or International Document (INTDC)		
• Photocopy of the High School Diploma		
• Alternative Learning System Accreditation and Equivalency (ALS E&E) Certificate of Rating / Philippine Educational Placement Test (PEPT) Certificate of Rating / Korean High School Equivalency Exam Certification		
• IB Transcript of Records / Certification of Results		
• IB Diploma		
• Scholastic Aptitude Test (SAT) Results		
• Cambridge General Certificate of Education (GCE) A Level Transcript of Records / Certification of Results		
• Cambridge General Certificate of Education (GCE) A Level Diploma		
4. Proof of Citizenship *(SUBMIT ONLY THOSE THAT APPLY *)*		
• Original PSA issued Birth Certificate		
• Photocopy of Live Birth Certificate		
• Photocopy of Philippine Passport		
• Photocopy of Foreign Passport		
• Photocopy of Recognition/Reacquisition as Filipino Citizenship		
• Alien Certification of Registration Identity (ACR I-) Card / Special Resident Retiree's Visa (SRRV)		
• Visa Clearance from the DLSU International Center		
5. Statement of Responsibilities		
• Authorization Letter Allowing Non-Parent to be Parent On-Record *		
6. Two (2) Recommendation Forms in DLSU Format in sealed envelopes		
7. Declaration as New Student *(for applicants who graduated before AY2025-2026)*		
8. Confirmation Document Checklist / Agreement Form for the Completion of Requirements		
9. Other/s:		
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•		

Confirmation Documents Received by and Date _____

THIS PORTION IS TO BE FILLED OUT UPON ADVISE OF OAS PERSONNEL ONLY

Agreement Form for the Completion of Requirements

I, together with my Parent On-Record (as specified in the Statement of Responsibilities), understand and agree that given the present circumstances:

1. I am conditionally admitted because I have not submitted the required HARD COPY of all the required admission credentials.
2. I agree that I will only be officially enrolled once I submit the HARD COPY of ALL the required credentials to the Admissions and Scholarships Office.
3. I certify that I am a Grade 12 graduate and I have no pending clearance or financial obligation from the following school: _____.
4. I understand and agree that my enrollment will be automatically cancelled and all the units I have taken will not be credited if I fail to submit the HARD COPY of all my complete admission credentials **until week 10 of Term 3, AY 2025-2026**. Additionally, no refund will be issued for the tuition and fees paid.

With all the foregoing, I shall hold De La Salle University free from any liability, whether civil, criminal or administrative, in my acceptance and enrollment, and the enforcement of any law or rule and the obligations provided in this document.

Student		**Parent On-Record**	
Signature over Printed Name	Date	Signature over Printed Name	Date