



TRANSFER & 2ND UNDERGRADUATE DEGREE CONFIRMATION DOCUMENT CHECKLIST

FULL NAME : _____
 APPLICATION ID : _____ SCHOOL TYPE : _____
 DEGREE PROGRAM : _____ CAMPUS : _____

IMPORTANT: Visit the Transfer and Second Undergraduate Degree 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	Letter of Acceptance from DLSU		
2	Proof of Payment of Reservation Fee		
3	Grades / Academic Records (SUBMIT ONLY THOSE THAT APPLY *)		
	• Honorable Dismissal / Transfer Credentials		
	• Transcript of Records (TOR) with Remarks: For Evaluation Purposes		
	• Copy of Grades Certified by School Registrar		
	• Certification of Grades issued and signed by the School Registrar		
	• NSTP Serial Number Certificate		
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		
5	Statement of Responsibilities		
	• Authorization Letter Allowing Non-Parent to be Parent On-Record *		
6	Two (2) Recommendation Forms in DLSU Format		
7	Declaration as a Transfer Student		
8	Agreement Form / Confirmation Document Checklist		
9	Other/s:		

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:

- I am conditionally admitted because I have not submitted the required HARD COPY of all the required admission credentials.
- 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.
- I certify that I am a transfer student and I have Grade Point Average (GPA) of at least 85% or its equivalent; no failure in any subject; no incomplete grades; and no unofficial dropped subjects.
- I acknowledge and consent that not submitting the hard copies of my admission credentials by week 10 of Term 3, AY 2025-2026 will result in automatic enrollment cancellation, loss of credits for completed units, and no refund of paid tuition and fees.
- I understand that the of Admissions and Scholarships Office reserves the right to deny/cancel my enrollment if upon submission of my final copy of the Transcript of Records (TOR) I incurred failing and/or incomplete grade/s, unofficially dropped subjects and obtained a grade point average lower than 85% or its equivalent.

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