

First-year College (Frosh) Confirmation Guide (for T1, AY 26-27)



1. What is Confirmation?

After receiving the acceptance letter, the next step is enrollment confirmation, which requires securing an enrollment slot in the University.

2. Confirmation Schedule per College

2.1 Manila Campus

College	Date	Time Slot			
		08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00
Br. Andrew Gonzalez FSC College of Education (BAGCED)	17 June 2026 (Wednesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
Carlos L. Tiu School of Economics (CLT-SOE)					
College of Computer Studies (CCS)	18 June 2026 (Thursday)	Last Name A to C	Last Name D - F	Last Name G to I	Last Name J - M
	19 June 2026 (Friday)	Last Name N to P	Last Name Q - S	Last Name T to V	Last Name W - Z
College of Science (COS)	22 June 2026 (Monday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
Tañada-Diokno School of Law (TDSOL)					
Gokongwei College of Engineering (GCOE)	25 June 2026 (Thursday)	Last Name A to C	Last Name D - F	Last Name G to I	Last Name J - M
	26 June 2026 (Friday)	Last Name N to P	Last Name Q - S	Last Name T to V	Last Name W - Z
College of Liberal Arts (CLA)	29 June 2026 (Monday)	Last Name A to C	Last Name D - F	Last Name G to I	Last Name J - M
	30 June 2026 (Tuesday)	Last Name N to P	Last Name Q - S	Last Name T to V	Last Name W - Z
Ramon V. del Rosario College of Business (RVRCOB)	1 July 2026 (Wednesday)	Last Name A to C	Last Name D - F	Last Name G to I	Last Name J - M
	2 July 2026 (Thursday)	Last Name N to P	Last Name Q - S	Last Name T to V	Last Name W - Z

VENUE: The Verdure, 4/F Henry Sy Sr. Building, De La Salle University, Taft Avenue, Manila

ENTRY: To ensure a smooth process, qualified applicants confirming enrollment must enter the campus through Gate 2 (Henry Sy Sr Hall entrance) during their assigned time slot. Entry outside scheduled times will not be allowed.

NOTE: Qualified applicants from DLSU Laguna Campus degree programs can also submit their confirmation requirements at the DLSU Manila Campus, according to their designated college schedules.

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2.3 Laguna Campus

College	Date	Time Slot			
		08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00
All academic colleges on the DLSU Laguna Campus	23 June 2026 (Tuesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
VENUE: Collaborative Lecture Hall, G/F Enrique K. Razon Jr. Hall, DLSU Laguna Campus					
NOTE: Limited to qualified applicants of DLSU Laguna degree programs.					

3. General Procedures

STEP	ACTIVITY	DOCUMENTS	
		TO BE SHOWN	TO BE RECEIVED
1	If online payment of the Non-Refundable P10,000.00 Reservation Fee is already made, skip to the next step.	None	None
	Cash Payment of Non-Refundable Reservation Fee (P10,000.00)	Phone screen capture or digital copy of the Enrollment Segment from the Archers Hub application portal showing the saved program offered by DLSU	DLSU Acknowledgment Receipt
	NOTES <ul style="list-style-type: none"> → Applicants are highly encouraged to pay their P10,000.00 non-refundable Reservation Fee during the online payment period to secure their enrollment slot in the University. → Applicants unable to pay the P10,000.00 Reservation Fee online may request late-payment accommodation at the venue, subject to approval from the Admissions and Scholarships Office (AdSO). → Checks are not accepted. → The P10,000 Reservation Fee will cover administrative costs and is non-refundable in the event of enrollment cancellation or withdrawal. 		

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STEP	ACTIVITY	DOCUMENTS
		TO BE SUBMITTED
2	Submission of required documents	<p>General Requirements (to be submitted by all qualified applicants)</p> <ul style="list-style-type: none"> • Two (2) Printed Copies of the Confirmation Document Checklist • Phone screen capture, or digital copy of the Enrollment Segment from the Archers Hub application portal showing the saved program offered by DLSU • Grades / Completion of Senior High School [See Note A] <ul style="list-style-type: none"> • If the School is local: <ul style="list-style-type: none"> → Original Grade 12 Final Report Card (Form 138) [See Note B] • For Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines [See Note C]: <ul style="list-style-type: none"> → Apostille-authenticated Transcript of Records → Photocopy of Diploma • For Non-Formal Education in the Philippines: <ul style="list-style-type: none"> → Alternative Learning System Accreditation and Equivalency (ALS E&E) Certificate of Rating / Philippine Educational Placement Test (PEPT) Certificate of Rating • Proof of Citizenship (please refer to the link) [See Notes D and E] • Two (2) copies of Statement of Responsibilities [See Note F] • One (1) Recommendation Form (DLSU Format) [See Note G] • For Applicants who graduated from Grade 12 prior to AY 2025-2026 [See Note H] <ul style="list-style-type: none"> → Declaration as New Student • Certificate of Good Moral Character [See Note I] • Fully accomplished forms (to be submitted after Step 3): <ul style="list-style-type: none"> → Non-Violence Contract → Drug Testing Consent Form (Refer to Submission Guidelines) → Disclosure Statement → Physical Examination Results (refer to HSO FROSH ADVISORY AY 2026-2027) [See Note J] → Request for Form 137 [See Note K] <p>Conditional Requirements (added requirements to the general requirements)</p> <ul style="list-style-type: none"> • For applicants who used international admission credentials in lieu of DCAT <ul style="list-style-type: none"> → Original SAT Results, IB Diploma, IB Transcript of Records / IB Certification of Results, and GCE A-level Certificate

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	<ul style="list-style-type: none"> For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship <ul style="list-style-type: none"> → Visa Clearance from the International Center
	TO BE RECEIVED
	Confirmation Document Checklist Enrollment Schedules and Procedures
<p>NOTES</p> <p>[A] Senior High school graduates need to submit complete report cards that include all semester, trimester, and/or quarterly grades, properly signed by authorized signatories.</p> <p>[B] Qualified applicants unable to submit their original Grade 12 Final Report Card cannot confirm enrollment without providing a certification (Refer to Section 5.2 "About Documents for Submission", Item 1 for details).</p> <p>[C] All graduates from schools abroad (not regulated by the DepEd) must submit an Apostille-authenticated Transcript of Records.</p> <p>[D] Qualified applicants should submit an original PSA/NSO-issued Birth Certificate.</p> <p>[E] Qualified applicants with DUAL Citizenship must submit a copy of the Recognition or Re-acquisition Letter as a Filipino Citizen if they wish to carry their Filipino citizenship.</p> <p>[F] Qualified applicants authorizing a non-parent as Parent/Guardian On-Record must provide an authorization letter and a photocopy of the parent's government-issued ID.</p> <p>[G] One (1) Recommendation Form needs to be submitted in a sealed envelope</p> <p>[H] If you graduated high school BEFORE AY 2025-2026, please complete and submit the Declaration as New Student Form.</p> <p>[I] Qualified applicants should submit a Certificate of Good Moral Character (CGMC) officially issued and signed by the school's authorized signatory during the student's Grade 11 and/or Grade 12 years.</p> <p>[J] Physical Examination Results are required for official enrollment. Accepted applicants must undergo the Entrance Physical Examination (EPE).</p> <p>[K] Qualified applicants whose previous schools are located in the Philippines or Philippines school overseas regulated by the Department of Education should submit the completed Request for Form 137</p> <ul style="list-style-type: none"> → Download the Request for Form 137 → Submit the request to the school where you completed or will complete Grade 12. → Present a phone screen capture, or digital copy of the Enrollment Segment from the Archers Hub application portal showing the saved program offered by DLSU, along with a photocopy of your Birth Certificate, when you submit the Form 137 during the confirmation at the Office of the University Registrar (OUR) station. 	



STEP	ACTIVITY	DOCUMENTS
3	ID Picture Taking	TO BE SHOWN
		Confirmation Document Checklist (CDC)
	NOTES <ul style="list-style-type: none"> • Reminders on the attire: <ul style="list-style-type: none"> → Top with collar and sleeves (with or without coat) → No facial, ear, or neck jewelry → No heavy make-up → No eye-glasses → Hair pulled back to show full face and ears during ID picture-taking → Clothing should be in contrast with a beige background; wearing white clothing is strongly discouraged, as it closely resembles beige • Qualified applicants must already be in the required attire upon entering the confirmation venue. • The ID in charge may refuse to take pictures of those who are not wearing the proper attire. 	

4. Electronic Forms and Resources

Recommendation Form

<https://old.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-recommendation.pdf>

Declaration as a New Student Form

http://old.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf

Statement of Responsibilities Form

<https://old.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>

Deferment of Enrollment Form

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/admissions/undergraduate/deferment-of-enrollment.pdf>

Non-Violence Contract and Drug Testing Consent Submission Guidelines

<https://tinyurl.com/NVCDTCUG126Submission>

Disclosure Statement

<https://forms.gle/huQG8UEaLDPiCppP8>

5. Reminders

5.1 Essential Instructions

1. You are required to strictly follow your college schedule and time slot. Please refer to the Confirmation Schedule per College on page 1 for guidance. Qualified applicants who will confirm outside of their designated schedule will NOT be allowed entry to the campus.
2. Applicants or their representatives will be required to ENTER Gate 2 (Henry Sy Sr Hall Entrance).
3. Confirmation can only be done by the applicant or an authorized representative. Representatives must present an authorization letter, the applicant's valid ID, and their own ID.

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4. Only one (1) companion for each applicant will be allowed to enter the campus. The companion will stay at a designated area inside the venue.
5. Children under 7 years old are NOT permitted to enter the campus premises.
6. The BAN ON SINGLE-USE PLASTICS policy is strictly observed inside the university. In support of this campaign, you are highly encouraged to use eco bags, biodegradable food containers, and reusable tumblers. Security personnel are tasked to vigilantly monitor the implementation of this campaign.
7. Applicants and their companions are required to follow all campus protocols to ensure safety during the confirmation activity and must maintain proper behavior. Acts of violence, rowdiness, or disruptive conduct will not be tolerated and will be dealt with by security personnel.
8. Eating and drinking are not allowed inside the confirmation venue.
9. Applicants and companions who will bring a private vehicle are advised to look for a parking space outside the University.
10. For non-Filipino citizens, a clearance from the International Center is a mandatory requirement and must be obtained prior to confirmation. A representative from the International Center will be stationed at the venue.
11. The P10,000.00 non-refundable Reservation Fee serves as an advance payment and will be credited toward the total Tuition and Fees at enrollment.
12. Applicants unable to pay the P10,000.00 Reservation Fee online may request a late payment accommodation at the venue, subject to approval from AdSO.
13. AdSO may deny confirmation if the required documents are incomplete or deficient.

5.2 About Documents for Submission

1. In cases where the original Grade 12 Final Report Card cannot be submitted on time, applicants may confirm enrollment with the following documents issued and signed by their Senior High School Principal or Registrar:
 - 1.1 Certified True Copy (CTC) of the available grades in Grade 12
 - 1.2 Certification from the School Principal or Registrar containing the following information:
 - Final Report Card (F138) or Official Transcript of Records (TOR) will be released on _____ (specify date of release)
 - The student is a current Grade 12 student and is a candidate for graduation
 - The student has no back subjects/lacking units
 - The student has no academic failures
 - The student is cleared of any financial obligation
 - The Student graduated last _____ (specify date) or will graduate on _____ (specify date)
2. Any erasures or changes on Report Cards must be validated with a **Certification of Authenticity** from the School Registrar.
3. Report Cards that are damaged must be accompanied by an "Affidavit of Mutilation".
4. If the school year is not shown on the report card, a certification from the Senior High School Principal or School Registrar is needed to confirm the school year attended.
5. If the report card does not indicate college eligibility, a certification signed by the Senior High School Principal or School Registrar confirming the student's eligibility is mandatory.

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6. Admission to the first-year college level is restricted to students without prior college experience. Failure to disclose previous enrollment may lead to admission cancellation.
7. For applicants who studied abroad (schools not regulated by DepEd), the **Original and Complete Transcript of Records (TOR)** must be **authenticated/apostilled** by the Philippine Embassy in the country where the school is located. If the **authenticated/apostilled** TOR is not yet complete, the applicant may be allowed to confirm, but he/she will not be allowed to enroll for the succeeding terms if the required documents remain unsubmitted. If not available, confirmation is allowed but enrollment for future terms will be withheld until documents are complete.
8. International students must have secured their **Visa Clearance** from the International Center before Confirmation. Failure to comply will be subject to penalty and other charges.

Students with Dual Citizenship and Filipinos born abroad who fail to submit proof of Filipino citizenship will be required to obtain a clearance from the International Center.

9. The Recommendation Form must be accomplished by any of the following:
 - 9.1. Guidance Counselor from Grade 11 or 12
 - 9.2. High School Principal or
 - 9.3. Subject Teacher from Grade 11 or 12

The [Recommendation Form](#) should be sealed in an envelope, with the recommender's signature across the seal. The applicant will then submit the sealed envelope to AdSO.

10. Applicants with incomplete requirements will be **"Conditionally Admitted"** pending submission of all necessary documents. Failure to complete the requirements will bar enrollment in future academic terms.
11. Admission results are valid for three (3) consecutive terms.
12. Students who want to defer their enrollment should complete the [Deferment of Enrollment Form](#) and upload the accomplished form via Archers Hub before the start of classes.
13. Applicants who confirm but will not pursue their enrollment will be required to fill out the [Credentials and Enrollment Withdrawal Form](#) and upload this via the [Request for Withdrawal Form](#). Applicants who fail to formally withdraw and leave the University without notice will face penalties and charges.



6. Pre-confirmation Procedures for International Students

Applicable for:

- International Students
- Filipino Dual Citizens/ Filipinos Born Abroad **WITHOUT PROOF OF FILIPINO CITIZENSHIP**

>>> TO BE DONE **BEFORE** STEP 1 OF GENERAL PROCEDURES <<<

(**MUST** be done on a different day before OR during the confirmation schedule)

IMPORTANT GUIDELINES AND PROCEDURES:

1. All non-Filipino students admitted to De La Salle University (DLSU) must secure a valid visa or permit to study, as required by Philippine Immigration Law. Please refer to the resource link below for the list of visas accepted for study at DLSU; all others will be subject to evaluation and approval.
2. The Office of the Vice President for External Relations and Internationalization (OVPERI), through the International Center (IC), is responsible for evaluating and determining acceptable visas for study, assisting international students (IS) in processing of Student Visa (9F) and Special Study Permit (SSP) at the Philippine Bureau of Immigration (BI).

International Center Temporary located at the Yuchengco Ground Floor

- **Office Hours:** Monday to Friday, 8:00 AM – 5:00 PM
- **Contact Number:** (+632) 8524-4611 (local 289)
- **Email:** ovperi.iss@dlsu.edu.ph

3. Visa Clearance Requirement

All international student applicants must obtain a **Visa Clearance** from the International Center either **before or during enrollment confirmation**. This clearance will be issued upon:

- Presentation of original documents
- Submission of photocopies of required documents

A. STUDENT VISA (9F) CONVERSION *(For applicants aged 18 and above holding a Tourist*

Visa [9A]

Initial Documentary Requirements (before OR during the confirmation schedule)

- Copy of Acceptance/Offer Letter (issued by AdSO)
- Copy of valid passport (bio page + latest admission with authorized stay)

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- Accomplished IC Personal Data Form
- Accomplished IC Application Form for 9F Visa
- Two (2) copies of Consolidated General Application Form (CGAF)
- Notarized Statement of Visa Compliance
- OVPERI IC Data Privacy Consent Form
- Proof of payment for 9F Visa Conversion (Php 22,000.00)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- NBI Clearance
- Drug test result
- Medical certificate ("Fit to Study") from DOH-accredited Level 3 hospitals
- Original + photocopy of passport (bio page + latest admission)
- Joint letter request to Bureau of Immigration (template provided by IC)

B. SPECIAL STUDY PERMIT (SSP) *(For applicants below 18 years old)*

Initial Documentary Requirements (before OR during the confirmation schedule)

- Copy of Acceptance/Offer Letter (AdSO)
- Copy of valid passport (bio page + latest admission)
- IC Personal Data Form
- IC Application Form for SSP
- Two (2) copies of CGAF
- Notarized Statement of Visa Compliance
- IC Data Privacy Consent Form
- Proof of SSP payment (Php 18,000.00)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- Original + photocopy of passport (bio page + valid 9A visa)
- Joint letter request to BI for SSP (template provided by IC)

Note: SSP holders must continuously extend their **9A visa (authorized stay)** throughout their stay in the Philippines.

C. HOLDERS OF EXISTING 9F VISA (FROM OTHER SCHOOLS) Applicants may be **conditionally cleared** if:

1. The 9F Visa remains valid until at least **Week 5 of the term**
2. The applicant has not transferred or dropped enrollment within one year of visa issuance
3. The applicant agrees to shoulder any BI administrative fines or penalties

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Requirements for 9F Visa Extension (before OR during the confirmation schedule)

- Acceptance/Offer Letter (AdSO)
- Passport copy (bio page + 9F stamp)
- ACR-I Card copy
- Latest Annual Report Receipt
- IC Personal Data Form
- Notarized Statement of Visa Compliance
- IC Data Privacy Consent Form
- Proof of payment for extension (Php 26,000.00)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- NBI Clearance
- Certified True Copy of Transcript of Records
- Certificate of Eligibility to Transfer / Honorable Dismissal
- Letter of Explanation for the Issuance of Commission on Higher Education (CHED) Clearance/Endorsement in case of school transfer (Template provided by IC)

D. HOLDERS OF OTHER ACCEPTABLE VISAS

For IS-applicant who are holders of **immigrant and non-immigrant visas and special visas acceptable for study**, please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:

- a. Acceptance/Offer Letter (AdSO)
- b. Passport copy (bio page + latest admission)
- c. Visa implementation stamp or sticker
- d. ACR-I Card copy (if applicable)
- e. IC Personal Data Form
- f. Notarized Statement of Visa Compliance
- g. IC Data Privacy Consent Form

Note: IS-applicants with pending visa application at the Bureau of Immigration (BI) or other visa-issuing agencies must present a proof of pending application such as certification, order or a copy of official receipt of payment to obtain conditional clearance.

E. FILIPINO STUDENTS WITH SPECIAL CIRCUMSTANCES

1. Classified as International Students

Filipino applicants will be treated as international students if WITHOUT substantial proof of Filipino recognition **must comply with visa requirements and obtain Visa Clearance** before their scheduled confirmation for enrolment

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- Dual citizenship *without proof* of Filipino or
- Born abroad

2. Exempted from Visa Clearance if they can present proof of Filipino citizenship such as:

- Certificate of Re-Acquisition/Retention of Philippine Citizenship (BI)
- Valid Philippine Passport (DFA)

Electronic Forms and Resources for International Students

List of Acceptable Visas for Study at DLSU

http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.ap

General Consolidated Application Form (BI Form) for Student Visa Conversion

<https://drive.google.com/drive/folders/1APqyPXea-UTzMn3mT9BWEU3y49T0fjhl>

General Consolidated Application Form (BI Form) for Student Visa Extension

<https://drive.google.com/drive/folders/1APqyPXea-UTzMn3mT9BWEU3y49T0fjhl>

General Consolidated Application Form (BI Form) for Special Study Permit

<https://drive.google.com/file/d/1pr0pkTne132ZXQ92wGekdKvkQ69MQwm3/view?usp=sharing>

Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf>

IC Application Form for Student Visa Conversion and Special Study Permit

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/ic-form-consolidated-9f-ss-p-2018.pdf>

Important Notes:

- Visa Clearance is mandatory for all international students
- Requirements differ depending on visa category
- The International Center assists SSP and Student Visa processes
- Timely submission of both initial and additional documents is essential