



DE LA SALLE LIPA
College Admissions Office

Admission Procedures and Guidelines
Certificate in Culinary Arts

Application Procedures:

1. Present a copy of complete scholastic records to the College Admissions Office for initial screening.
2. If qualified, secure slip for schedule of the preliminary interview with the Department Chairperson.
3. If recommended to take the entrance examination, pay the admission processing fee of P400.00 at the Cashier's Office (*please secure payment slip at the College Admissions Office*).
4. Present the official receipt to the Admissions Office to secure application form.
5. Submit to the Admissions Office the completed application form with all the required documents at least one week before the preferred schedule of admission test. Incomplete requirements will not be processed.
6. Secure admission test permit. The date and the venue of the examination will be indicated on the permit.
7. Take the admission test on the scheduled date. Applicants must be at the designated room at least 30 minutes before the examination. Late examinees will not be allowed to take the examination. The test permit needs to be presented to the proctor.
8. The applicant may inquire from the College Admissions Office the status of his/her application on the date stated in the claim stub and get the Notice of Admission. Results may also be communicated in any way as follows:
 - Posting within the college
 - Posting within the DLSL website (www.dsl.edu.ph)
9. Report for final interview with the Chef on the scheduled date.
10. To confirm your enrollment, please submit the following to the College Admissions Office on the date specified in your notice of admission.
 - Statement of Responsibilities (*signed by the Student and Parent/Guardian*)
 - Photocopy of Notice of Admission
11. Pay the confirmation fee of P4, 000.00 within the period stated on the notice of admission. CONFIRMATION IS ON A FIRST-COME, FIRST-SERVED BASIS. The confirmation fee is non-refundable and non-transferable, but will be deducted from the tuition and fees to be paid during enrollment. No late confirmations will be entertained unless slots become available.
12. Present the official receipt of confirmation fee at the College Admissions Office and secure an endorsement slip to be given to any Tertiary Hospital for the medical examination (Chest X-ray, Blood Test for Hepatitis B HBsAG Eliza Method, Physical Examination).
13. Submit the results of the medical examination to the College Admissions Office and get the following:
 - Enrollment Procedure
 - Enrollment Information Sheet
 - Individual Inventory Record
 - Medical/Dental Exam Schedule
 - NSTP Form
 - Uniform Sketch

Note: Applicants who have confirmed but did not pass the medical examination could refund the confirmation fee.

14. Bring the Notice of Admission and the following requirements on the enrollment date:

- Original copy of scholastic records:
 - Fourth Year Report Card/Form 138 (*if freshman applicant*)
 - Transcript of Records (*if transfer applicant*)
- Two (2) 2x 2 recent, identical color pictures with white background (*with printed name and signature at the back*)
- Enrollment Information Sheet
- Individual Inventory Record
- Original copy and two (2) photocopies of NSO-certified birth certificate
- *If already graduated in previous school year or earlier*, Original Copy of certification from the HS Registrar stating that the student has never enrolled in any college or university

**Applicants who fail to enroll on the date indicated in the acceptance letter will automatically forfeit their slots in favor of wait-listed applicants.*

**Any falsification of documents submitted constitutes grounds for disqualification.*

Application Guidelines:

Qualified Applicants:

- High School Graduates
- College Undergraduates
- College Graduates/Professionals
- Foreign Students
- DLSL College Students Intending to Shift

High School Graduates

Application Requirements:

- Properly accomplished application form
- Two (2) 2x2 recent, identical color pictures with white background
- Three (3) recommendation letters from the High School Principal, Guidance Counselor and Homeroom Adviser (*use DLSL Recommendation Form*). Each letter must be placed inside a sealed white envelope signed on the flap by the issuer.
- High school grades (*1st to 3rd year*) certified by the school registrar or principal (*Use DLSL Form*)
- *If already graduated in previous school year, or earlier*, Photocopy of certification from the HS registrar stating the student has never enrolled in any college or university
- *If Philippine Educational Placement Test (PEPT) qualifier*, Photocopy of PEPT certificate of qualification for college
- *If married*, two (2) photocopies of marriage certificate duly signed by a priest/minister.
- Certificate of medical examination clearance from any tertiary hospital. (chest x-ray, blood test for Hepatitis B HBsAG method, physical exam)

College Undergraduates

Application Requirements:

- Properly accomplished application form

- Two (2) 2x2 recent, identical color pictures with white background
- Three (3) recommendation letters from the Dean/Department Head, class adviser/subject teacher, and guidance counselor (Use DLSL Recommendation Form).
- Transcript of Records or Certification of Grades
- If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
- Certificate of medical examination clearance from any tertiary hospital. (chest x-ray, blood test for Hepatitis B HBsAG method, physical exam)

Professionals

Application Requirements:

- Properly accomplished application form
- Two (2) 2x2 recent, identical color pictures with white background
- Three (3) recommendation letters from the following: Immediate Superior (if working), and two references not related to the applicant - preferably barangay captain or parish priest. (*Use DLSL Recommendation Form*).
- One (1) Authenticated Copy of Transcript of Records and Diploma
- If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
- Certificate of medical examination clearance from any tertiary hospital. (chest x-ray, blood test for Hepatitis B HBsAG method, physical exam)

Foreign Students

Admission Requirements:

- Properly accomplished application form
- Two (2) 2x2 recent, identical color pictures with white background
- Three (3) recommendation letters from the following: HS principal, homeroom adviser, and guidance counselor (Use DLSL Recommendation Form)
- Special Study Permit or Student Visa
- Alien Certificate of Registration
- Foreign Students Fee \$200.00
- Transcript of Records or Certification of Grades
- If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
- Certificate of medical examination clearance from any tertiary hospital. (chest x-ray, blood test for Hepatitis B HBsAG method, physical exam)

Admission Requirements (for Shiftee)

1. Properly accomplished application form
2. Two (2) 2x2 recent, identical color pictures with white background
3. Three (3) recommendation letters from the following: Dean/Department Head, class adviser/subject teacher, and guidance counselor (Use DLSL Recommendation Form).
4. Transcript of Records or Certification of Grades
5. If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
6. Certificate of medical examination clearance from any tertiary hospital. (chest x-ray, blood test for Hepatitis B HBsAG method, physical exam)