

**DE LA SALLE LIPA**  
**College Admissions Office**

Guidelines for Admission  
**Certificate in Medical Transcription**

**APPLICATION PROCEDURES**

1. Present a copy of report card/Form 138 or transcript of records/certification of grades to the Admissions Office.
2. If qualified, report to the Department Chairperson for preliminary interview.
3. If recommended to take the entrance examination, pay the admission-processing fee of P400.00 at the Cashier's 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 contained in a long brown envelope. Incomplete requirements will not be processed.
6. Secure your 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. Results may be communicated in any or all of four ways:
  - Posting within the college
  - Posting on the DLSL website ([www.dsl.edu.ph](http://www.dsl.edu.ph))
  - Status letters that are mailed to the address indicated in the application form.
  - If no letter is received after one week upon release of results, applicants are advised to contact the Admissions Office for subsequent instructions.
  - Transmission through the guidance counselor.
9. To confirm your enrollment at DLSL, 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
10. 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.
11. Present Official Receipt of Confirmation Fee and claim the Notice of Acceptance at the College Admissions Office and get the following:
  - Enrollment Information Sheet
  - Enrollment Procedure
  - Medical/Dental Exam Schedule
  - Individual Inventory Record
  - Uniform Sketch

12. Once a notice of acceptance has been received, applicants who qualify for admission are required to submit the following on the enrollment date specified in the acceptance letter.
  - Original Fourth Year Report Card (Form 138)/Original Transcript of Records
  - Two (2) 2x 2 recent, identical color pictures with white background (with printed name and signature at the back)
  - Enrollment Information Sheet
  - Original copy and two (2) photocopies of NSO-certified birth certificate
  - Individual Inventory Record
  - If Philippine Educational Placement Test (PEPT) qualifier, original copy of PEPT certificate of qualification for college.
  - If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
13. Applicants who fail to enroll on the date indicated in the acceptance letter will automatically forfeit their slots in favor of wait-listed applicants.

#### **Qualified Applicants**

1. High School Graduates
2. College Undergraduates/Transferees
3. Professionals
4. Shiftee

#### **Admission Requirements (for High School Graduates)**

11. Properly accomplished application form
12. Two (2) 2x2 recent, identical color pictures with white background
13. Three (3) recommendation letters from the following: HS principal, homeroom adviser, and guidance counselor (Use DLSL Recommendation Form). Each letter must be placed inside a sealed white envelope signed on the flap by the issuer.
14. High school grades (1st to 3rd year) certified by the school registrar or principal (Use DLSL Form)
15. If already graduated in previous school year, or earlier, one (1) photocopy of certification from the HS registrar stating the student has never enrolled in any college or university.
16. If Philippine Educational Placement Test (PEPT) qualifier, one (1) photocopy of PEPT certificate of qualification for college.
17. If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
18. Certificate of Good Health from the DLSL clinic

#### **Admission Requirements (for College Undergraduates/Transferees)**

1. Properly accomplished application form
2. Two (2) 2x2 recent, identical color pictures with white background
3. Four (3) recommendation letters from the following: Dean/Department Head, class adviser/subject teacher, 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 Good Health from the DLSL clinic

**Admission Requirements (for Professionals)**

1. Properly accomplished application form
2. Two (2) 2x2 recent, identical color pictures with white background
3. 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). Certificate of Employment, Police Clearance or NBI Clearance
4. One (1) Authenticated Copy of Transcript of Records and Diploma
5. If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
6. Certificate of Good Health from the DLSL clinic

**Admission Requirements (for Foreign Students)**

1. Properly accomplished application form
2. Two (2) 2x2 recent, identical color pictures with white background
3. Three (3) recommendation letters from the following: HS principal, homeroom adviser, and guidance counselor (Use DLSL Recommendation Form)
4. Special Study Permit or Student Visa
5. Alien Certificate of Registration
6. Foreign Students Fee \$200.00
7. Transcript of Records or Certification of Grades
8. If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.
9. Certificate of Good Health from the DLSL clinic

**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: HS principal, homeroom adviser, 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 Good Health from the DLSL clinic

**CRITERIA FOR ADMISSION**

Certificate in Medical Transcription applicants are admitted based on the following criteria:

1. Admission Test
2. Interview from the Department Chair/Program Coordinator
3. Recommendation from the High School Principal, Class Adviser and Guidance Counselor (for HS Graduates) /Dean or Department Head, Class Adviser or Subject Teacher and Guidance Counselor (for College Undergraduates/Transferees), Dean/Department Head, Immediate Superior, (if working), Barangay Captain or Parish Priest (for Professionals)