



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

**Admission Procedures and Guidelines**  
**DLSL Degree Program Students Shifting to BS Nursing**

*Qualified Applicants:*

- Undergraduate students in a degree program (*graduates of any degree program are automatically disqualified*)

*Provided that:*

- Have never incurred failed or dropped subject
- Have met the cut-off score in the admission test
- Have passed the interview conducted by the Dean of Nursing or by a committee created for such a purpose
- Be physically healthy as attested to by the medical examination clearance from a Tertiary Hospital (Chest X-ray, Blood Test for Hepatitis B HBsAG Method, Physical Examination)
- Be unmarried

*Crediting of Subjects:*

- No subject whatsoever taken will be given credit

1. Present a photocopy of complete grades (*transcript of records or certification of grades*) to the College Admissions Office for initial screening.
2. If qualified, secure slip for schedule of the preliminary interview with the College Dean.
3. If recommended to take the entrance examination, pay the admission processing fee of P 400.00 at the Cashier's Office (*please secure payment slip at the College Admissions Office*). This is non-refundable and non-transferable.
4. Present the official receipt to the College 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.
  - Properly accomplished application form
  - Two (2) 2x 2 recent, identical color pictures with white background (*with printed name and signature at the back*)
  - Three (3) recommendation letters from the Dean, Guidance Counselor and the Class Adviser (*Please use DLSL Form*)
  - Photocopy of complete grades (*transcript of records or certification of grades*)
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 must 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 on the DLSL website ([www.dsl.edu.ph](http://www.dsl.edu.ph))
9. Interview/s may be required based on the admission test results or on the credentials submitted.
10. To confirm your enrollment, please submit the following to the College Admissions Office within the period stated in the Notice of Admission:

- Statement of Responsibilities (*duly signed by the Student and Parent/Guardian*)
  - Photocopy of Notice of Admission
11. Pay the confirmation fee of P 4,000.00 at the Cashier's Office upon submission of the confirmation requirements (*please secure payment slip at the College Admissions Office*). 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 official receipt of the 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
    - NSTP Form
    - Uniform Sketch

*Note: Applicants who have confirmed but did not pass the medical examination could refund the confirmation fee.*
  13. Bring the Notice of Admission and the following requirements on the enrollment date:
    - Original copy and two (2) photocopies of complete grades (*transcript of records or certification of grades*)

*\*As old student shifting to BSN, you will not be issued a new student number.*

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

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