



Admission Procedures and Guidelines
Second Undergraduate Degree

1. Present a photocopy of the official Transcript of Records to the College Admissions Office for initial screening.
Qualified Applicants:
 - Bona fide graduate of any degree program
2. If qualified, secure slip for schedule of the preliminary interview with the College Dean.
3. If recommended, 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. Incomplete requirements will not be processed.
 - Properly accomplished application form
 - Two (2) 2x2 recent, identical color pictures with white background (*with printed name and signature at the back*)
 - Photocopy of the official transcript of records
 - Recommendation letter (*if employed, certification from current employer; if unemployed, barangay clearance from barangay chairperson*) Letter must be placed inside a sealed white envelope signed on the flap by the issuer.
 - Two (2) photocopies of marriage certificate duly signed by a priest/minister (*if married*)
6. 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.
7. 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
8. 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.
9. Present official receipt of the confirmation fee at the College Admissions Office and get the following:
 - Enrollment Procedure
 - Enrollment Information Sheet
 - Individual Inventory Record
 - Medical/Dental Exam Schedule
 - NSTP Form
 - Uniform Sketch
10. Bring the Notice of Admission and the following requirements on the enrollment date:
 - Original copy and two (2) photocopies of transcript of records
 - Original copy and two (2) photocopies of NSO-certified birth certificate
 - Two (2) 2x2 recent, identical color pictures with white background (*with printed name and signature at the back*)

- Enrollment Information Sheet
- Individual Inventory Record
- Two (2) photocopies of marriage certificate duly signed by a priest/minister (*if married*)

Crediting Subjects:

- Minor subjects shall be credited as long as they have the same course description as the equivalent course description at DLSL
- Major subjects will not be given credit
- If the subjects have different numbers of units, credit will be granted only if the number of units is greater than that of the equivalent subject at DLSL
- Subjects will not be given credit for those whose prerequisites were not taken
- At least 80% of the total number of academic units in DLSL curriculum must be taken at DLSL

**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.*