

ENROLLMENT PROCESS FOR THE INCOMING NEW STUDENTS

REGULAR / PAYING



STEP 1

Complete the Admission process and pay the pre enrollment fee of Php 5000.00 at the following payment facilities using the applicant number indicated in the Notice of Admission (NOA) provided by IATO.

Nationwide Branches

- BPI, RCBC, PNB, Robinson's Bank, and Chinabank Savings

Chinabank Commercial Branches

- Batangas, Laguna, and Mindoro

Bills Payment

- SM Lipa

Note:

If asked for the account name and reference number kindly provide

- Account Name:
De La Salle Lipa, Inc.

- Reference Number:
Applicant Number



STEP 2

Send the scanned copy of the proof of payment by scanning the QR code or by clicking the link below.



<http://bit.ly/dlslpreenrollmentfee>



STEP 3

Accomplish the online Student Information Sheet and submit the scanned copies of the required documents by accessing the respective link below

COLLEGE

[Student Information Sheet](#)

INTEGRATED SCHOOL

[Student Information Sheet](#)



STEP 4

Student's Official DLSL Email Account will be sent to the registered email address prior to the scheduled date of enrollment

Note:

Official DLSL email address will be used to access MyDCampus Portal. This is where all the announcements and processes will be uploaded for the student's reference.

To learn more about accessing the portal, click link below

<https://support.dlsl.edu.ph/kb/article/459>



STEP 5

Access the Assessment Form through MyDcampus Portal using the official DLSL email address to pay based on the chosen payment scheme

- **Installment**
Pay the enrollment of Php 2000.00
- **Cash Basis / Full Payment**
Pay the total Outstanding Balance indicated in the Assessment Form

To change the payment scheme, send an email at

COLLEGE

enrollment.college@dlsl.edu.ph

INTEGRATED SCHOOL

enrollment.is@dlsl.edu.ph

PAYMENT FACILITIES

Online via DLSL MyDCampus Portal

<https://bit.ly/2Sr1KV2>

powered by Dragonpay.
Dragonpay Video Tutorial

<http://bit.ly/2IlzIir>

Online via BPI Mobile and Expresslink
payment details

<https://bit.ly/BPIOnlinePayment>

Over the Counter via accredited
payment centers list

<https://bit.ly/DLSLOTC>

- **Once payment is posted, you can access the Confirmation of Enrollment at MyDCampus Portal.**
- **To check payment details, access My SOA at MyDCampus Portal**
- **Once officially enrolled, access PDCCommons 2.0 via Borderfree Learning Management Platform powered by Instructure's Canvas.**

- **Payment through DragonPay – within 24 hours after the successful payment**
- **Payment through other channels – 3 working days after payment**

Note: PDCCommons will be made available on August 1, 2021.