

## **General Policies and Guidelines:**

### **Pre-school**

#### Nursery 1

- Students whose ages range from 3 to 4 years old by October of the academic year

#### Nursery 2

- Students whose ages range from 4 to 5 years old by October of the academic year

#### Kinder

- Students whose ages range from 5 to 6 years old by October of the academic year

### **Grade School**

#### Grade 1

- Students whose ages range from 6 to 7 years old by October of the academic year

#### Grade 2- Grade 6

- transferee will sign an Academic Probation and Disciplinary Contract at the IATO before enrollment.

### **Junior High School**

#### Grade 7

- Students whose ages range from 12-13 years old and finished the elementary course are eligible for promotion to Junior High School

#### Grade 8- Grade 10

- an interview with the Assistant Principal is required.
- Transferee will sign an Academic Probation and Disciplinary Contract at the IATO before enrollment.

### **Senior High School**

#### Grade 11

- Graduates of Department of Education accredited Junior High School
- High school seniors (equivalent to 4th year) expecting to graduate by the end of the school year.
- Filipinos who have graduated from Junior High Schools abroad or equivalent to Grade 10
- International student applicants who are graduating or have graduated from a Junior High School (Grade 10) or its equivalent

#### Grade 12

- DLSL is not accepting Grade 12 transferee

## College

### Freshman

-Graduates of Department of Education accredited high school High school seniors (equivalent to 4th year or grade 12, depending on the educational system that the school follows) expecting to graduate by the end of the school year

-High school students who have not taken any college work and hold Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) certificate indicating eligibility for admission to college unless a new certification is being given by DepEd for this purpose both eligibilities are still required and admissible.

-Filipinos who have graduated from secondary schools abroad. (Note: Required for an interview with the LLC for assessment, particularly those applicants who have not taken any Filipino/English Subjects from Elementary to Secondary Education.)

-Foreign applicants who are graduating or have graduated from a high school or its equivalent abroad.

### Transferee

- DLSL is not accepting transferee for the BS Accountancy

-Undergraduate student of a degree program from another school.

-Graduate or undergraduate student of a 2-year Certificate / ladderized program under the Commission on Higher Education (CHED).

### **Note:**

**This applies to all levels. If you qualify to take the Online Placement Test (OPT), you will be charged a rescheduling fee of PHP 250.00 if you are unable to attend the scheduled date of the OPT.**

## Online Application Requirements

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| <p><b>Nursery 1 to Kinder</b></p> | <ul style="list-style-type: none"> <li>- PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>- 2x2 picture white background with printed name in front (recent)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>- Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>- Digital copy of Birth Certificate with Apostile; In English translation</li> <li>- Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul>  |
| <p><b>Grade 1 to 6</b></p>        | <ul style="list-style-type: none"> <li>- Interactive Recommendation Form (download <a href="#">here</a>)<br/>*download the form and send it to your teacher or guidance counselor. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>- PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>- 2x2 picture white background with printed name in front (recent)</li> <li>- Digital and Certified true copy of Report Card (Please upload the front and back pages of the report card)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>- Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>- Digital copy of Birth Certificate with Apostile; In English translation</li> <li>- Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul> |
| <p><b>Grade 7</b></p>             | <ul style="list-style-type: none"> <li>- Interactive Recommendation Form (download <a href="#">here</a>)<br/>*download the form and send to your teacher or guidance counselor. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>- Digital copy of PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>- Digital copy of 2x2 picture white background with printed name in front (recent)</li> <li>- Digital and Certified true copy of Grade 6 Report Card. (Please upload the front and back page of the report card)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> </ul>  |

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|                        | <ul style="list-style-type: none"> <li>-Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>-Digital copy of Birth Certificate with Apostile; In English translation</li> <li>-Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul>  |
|                        | <ul style="list-style-type: none"> <li>- Interview</li> <li>- Interactive Recommendation Form (download <a href="#">here</a>)<br/>*Download the form and send to your teacher or guidance counselor. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>- PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>- 2x2 picture white background with printed name in front (recent)</li> <li>-Digital and Certified true copy of previous grade Report Card (Please upload the front and back pages of the report card)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>-Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>-Digital copy of Birth Certificate with Apostile; In English translation</li> <li>-Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul> |
| <p><b>Grade 11</b></p> | <ul style="list-style-type: none"> <li>-Interactive Recommendation Form (download <a href="#">here</a>)<br/>*Download the form and send it to your teacher or guidance counselor. He / She will upload the filled out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>-Digital copy of PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>-Digital copy of 2x2 picture white background with printed name in front (recent)</li> <li>-Digital and Certified true copy of Grade 9 Report Card. Please upload the front and back pages of the report card)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin</li> <li>- Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>- Digital copy of Birth Certificate with Apostile</li> <li>- Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul>   |

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| <p><b>College Freshman<br/>(1<sup>st</sup> Year)</b></p> | <ul style="list-style-type: none"> <li>- Interactive Recommendation Form (download <a href="#">here</a>)</li> <li>*Download the form and send to your teacher or guidance counselor’s email address. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>-Digital copy of PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>-Digital copy of 2x2 picture white background with printed name in front (recent)</li> <li>-Digital and certified true copy of Grade 11 1<sup>st</sup> and 2<sup>nd</sup> Semester Report Card (Please upload the front and back pages of the report card)</li> <li>-Digital copy of Certification of not enrolled to any Colleges or Universities (if already graduated in previous school years)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>-Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>-Digital copy of Birth Certificate with Apostile; In English translation</li> <li>-Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul> |
| <p><b>College Transferee</b></p>                         | <ul style="list-style-type: none"> <li>-Interview</li> <li>-Interactive Recommendation Form (download <a href="#">here</a>)</li> <li>*Download the form and send it to your former professor or guidance counselor. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>-Digital copy of PSA Birth Certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>-2x2 picture white background with printed name in front (recent)</li> <li>-Digital copy of Transcript of Records or Certification of Grades</li> <li>-Digital copy of Honorable Dismissal or Transfer Credential</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>-Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>-Digital copy of Birth Certificate with Apostile; In English translation</li> </ul>  |

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|   | <p>-Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</p>   |
| <p><b>Master in Business Administration (MBA)</b></p> | <ul style="list-style-type: none"> <li>-2x2 picture white background with printed name in front (recent)</li> <li>-Recommendation Form (download <a href="#">here</a>) *Download the form and send it to your former professor, guidance counselor or manager. He / She will upload the filled-out recommendation form in the link <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a> provided in the form.</li> <li>-Digital copy of transcript of records</li> <li>-Digital copy of transfer credentials</li> <li>-Digital copy of diploma</li> <li>-Digital copy of PSA birth certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>-Digital copy of marriage certificate (if married)</li> </ul> <p>Additional requirements for foreign student applicants:</p> <ul style="list-style-type: none"> <li>- Digital copy of Grades with Apostile from the country of origin with remark “Promoted to Next Level/Grade (specific Grade)” ; In English translation</li> <li>-Digital copy of Passport; please prepare the passport of the parents for minor applicants</li> <li>-Digital copy of Birth Certificate with Apostile; In English translation</li> <li>-Please prepare financial documents for use in the Linkages Office. This will help you apply as an international student in DLSL.</li> </ul> |
| <p><b>College of Law (Juris Doctor)</b></p>           | <ul style="list-style-type: none"> <li>-Curriculum vitae or resume</li> <li>-Recommendation Form (download <a href="#">here</a>) <a href="https://bit.ly/DLSLRECOMMENDATIONFORM">https://bit.ly/DLSLRECOMMENDATIONFORM</a></li> <li>-2x2 picture white background with printed name in front (recent) - scanned copy of transcript of records</li> <li>-Digital copy of transfer credentials (DLSL graduates are not required to submit)</li> <li>-Digital copy of PSA birth certificate (<a href="http://PSAHelpline.ph">PSAHelpline.ph</a>)</li> <li>-Digital copy of marriage certificate (if married)</li> <li>-notarized Fraternity Waiver (download <a href="https://onlineadmissions.dsl.edu.ph/assets/Fraternity-Waiver.pdf">https://onlineadmissions.dsl.edu.ph/assets/Fraternity-Waiver.pdf</a> )</li> </ul>   |

