

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 applicant 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 BSA transferee
- 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: Applicable for all levels, If qualified to take the Online Placement Test (OPT), PHP100.00 amount will apply for rescheduling fee if not able to attend to scheduled date of OPT.

Online Application Requirements

Nursery 1 to Kinder	<ul style="list-style-type: none">- PSA Birth Certificate (PSAHelpline.ph)- 2x2 picture white background with printed name in front (recent)
Grade 1 to 6	<ul style="list-style-type: none">- Interactive Recommendation Form (download here) <i>*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 provided in the form.</i>- PSA Birth Certificate (PSAHelpline.ph)- 2x2 picture white background with printed name in front (recent)- Certified true copy of Report Card 1st to 3rd quarter of current grade (<i>Please upload the front and back page of the report card</i>)
Grade 7	<ul style="list-style-type: none">- Interactive Recommendation Form (download here) <i>*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 provided in the form.</i>- PSA Birth Certificate (PSAHelpline.ph)- 2x2 picture white background with printed name in front (recent)- Certified true copy of Grade 6 Report Card grade (<i>You may upload your first to second quarter grades. Please upload the front and back page of the report card</i>)
Grade 8 to 10	<ul style="list-style-type: none">- Interview- Interactive Recommendation Form (download here) <i>*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 provided in the form.</i>- PSA Birth Certificate (PSAHelpline.ph)- 2x2 picture white background with printed name in front (recent)

	<ul style="list-style-type: none"> - Certified true copy of Report Card 1st to 3rd quarter of current grade (<i>Please upload the front and back page of the report card</i>)
Grade 11	<ul style="list-style-type: none"> - Interactive Recommendation Form (download here) *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 provided in the form. - PSA Birth Certificate (PSAHelpline.ph) - 2x2 picture white background with printed name in front (recent) - Certified true copy of Grade 10 Report Card grade (<i>You may upload your first to second quarter grades. Please upload the front and back page of the report card</i>)
College Freshman	<ul style="list-style-type: none"> - Interactive Recommendation Form (download here) *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 provided in the form. - PSA Birth Certificate (PSAHelpline.ph) - 2x2 picture white background with printed name in front (recent) - Certified true copy of Grade 12 Report Card grade with at least first semester grades (<i>Please upload the front and back page of the report card</i>) - Certification of not enrolled to any Colleges or Universities (if already graduated in previous school years)
College Transferee	<ul style="list-style-type: none"> - Interview - Interactive Recommendation Form(download here) *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 provided in the form. - PSA Birth Certificate (PSAHelpline.ph) - 2x2 picture white background with printed name in front (recent) - Copy of Transcript of Records or Certification of Grades - Honorable Dismissal or Transfer Credential - Certificate of Good moral
Foreign Students	<p>Additional Requirement:</p> <ul style="list-style-type: none"> - Apostile (Scanned copy of Grades with Apostile from the country of origin) - Passport - Birth Certificate
Master in Business Administration (MBA)	<ul style="list-style-type: none"> - 2x2 picture white background with printed name in front (recent) - Recommendation Form(download here) * download the form and send to your former Dean or to your manager's email address. He/She will send the recommendation form through email at admissions.office@dls.edu.ph - scanned copy of transcript of records - scanned copy of transfer credentials - scanned copy of diploma - scanned copy of PSA birth certificate (PSAHelpline.ph)
	<ul style="list-style-type: none"> - scanned copy of marriage certificate (if married)

College of Law (COL)	<ul style="list-style-type: none"> -Curriculum vitae or resume - Recommendation Form(download here) <ul style="list-style-type: none"> * <i>download the form and send to your former Dean or to your manager's email address. He/She will send the recommendation form through email at admissions.office@dls.edu.ph</i> - 2x2 picture white background with printed name in front (recent) - scanned copy of transcript of records - scanned copy of transfer credentials (<i>DLSL graduates are not required to submit</i>) - scanned copy of PSA birth certificate (PSAHelpline.ph) - scanned copy of marriage certificate (if married) - notarized Fraternity Waiver (download here)
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