

De La Salle University

Student Exchange Program University Placement (StEP UP)

# StEP UP



**DLSU FACT SHEET 2025**  
Inbound Student Exchange Program

# INTRODUCTION

De La Salle University is an internationally recognized Catholic university in the Philippines established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St. John Baptist de La Salle, the University community, together and by association, provides quality human and Christian education by teaching minds, touching hearts, and transforming lives.

Today, De La Salle University (DLSU) is acknowledged as a premier university in the Philippines, serving as a significant resource for the country and the rest of the global society by developing leaders and achievers in business, public service, education, science and technology, and the arts.

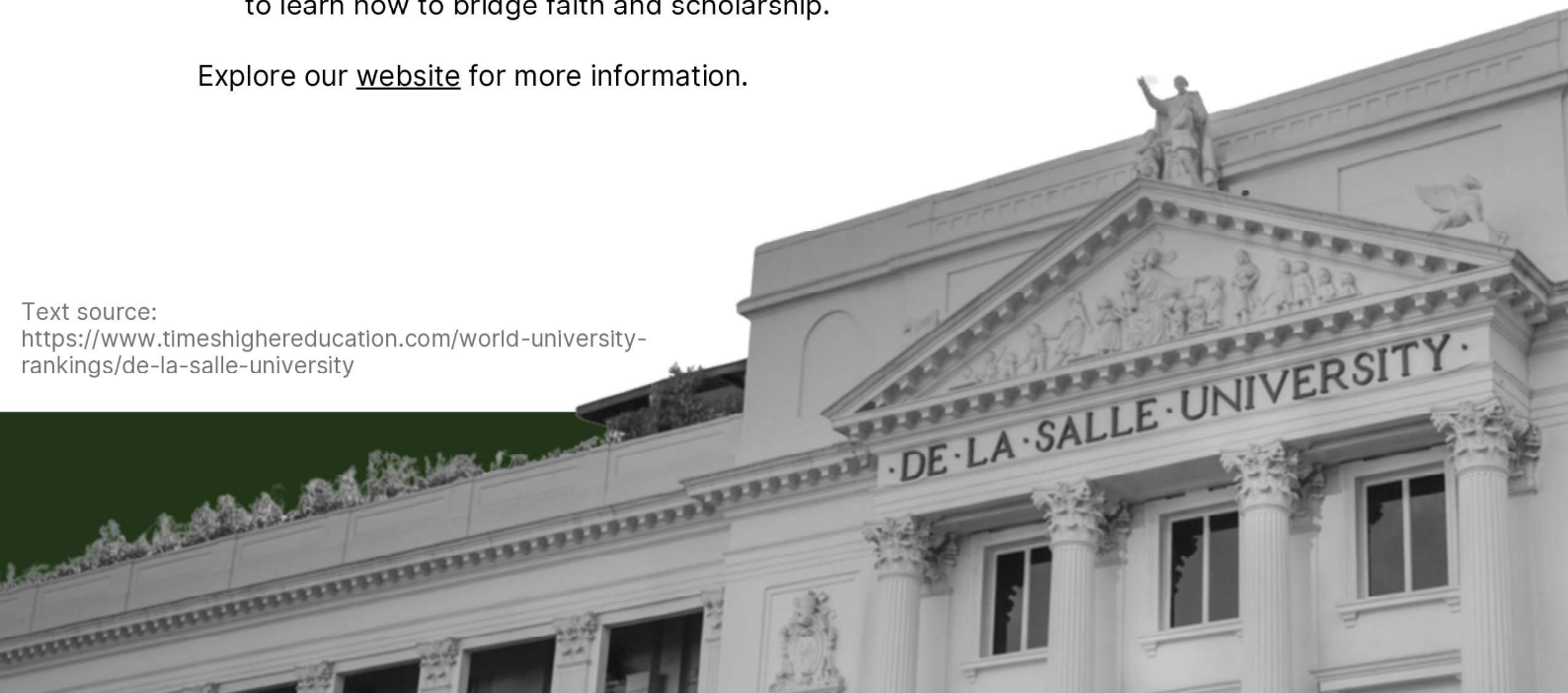
## THE LASALLIAN CURRICULUM

All DLSU degree programs are modern, future-proof, and rooted in the best traditions of Lasallian education. Every program is different, but all share the following features:

- Programs adopt an outcomes-based education: learning in the classroom is problem-based and research-oriented.
- Programs prepare students for the Fourth Industrial Revolution: These programs are interdisciplinary by design and prioritize critical thinking, communication, creativity, and collaboration.
- Programs create a meaningful and nurturing university experience. With the Global Enrichment Term, students can decide to do longer internships, study overseas, do volunteer work and community engagement, or start ventures.
- Programs provide numerous curricular and extracurricular opportunities for students to learn how to bridge faith and scholarship.

Explore our [website](https://www.timeshighereducation.com/world-university-rankings/de-la-salle-university) for more information.

Text source:  
<https://www.timeshighereducation.com/world-university-rankings/de-la-salle-university>



## GENERAL INFORMATION

Location	2401 Taft Avenue, Malate, Manila, Philippines
Colleges and Schools	<p>Br. Andrew Gonzales FSC College of Education (BAGCED) <a href="https://www.dlsu.edu.ph/colleges/bagced/">https://www.dlsu.edu.ph/colleges/bagced/</a></p> <p>College of Computer Studies (CCS) <a href="https://www.dlsu.edu.ph/colleges/ccs">https://www.dlsu.edu.ph/colleges/ccs</a></p> <p>College of Liberal Arts (CLA) <a href="https://www.dlsu.edu.ph/colleges/cla/">https://www.dlsu.edu.ph/colleges/cla/</a></p> <p>College of Science (COS) <a href="https://www.dlsu.edu.ph/colleges/cos/">https://www.dlsu.edu.ph/colleges/cos/</a></p> <p>Gokongwei College of Engineering (GCOE) <a href="https://www.dlsu.edu.ph/colleges/gcoe/">https://www.dlsu.edu.ph/colleges/gcoe/</a></p> <p>Ramon V. Del Rosario College of Business (RVRCOB) <a href="https://www.dlsu.edu.ph/colleges/rvrcob/">https://www.dlsu.edu.ph/colleges/rvrcob/</a></p> <p>Carlos L. Tiu School of Economics (CLTSOE) <a href="https://www.dlsu.edu.ph/colleges/soe/">https://www.dlsu.edu.ph/colleges/soe/</a></p>
Office of the Vice President for External Relations and Internationalization (OVPERI)	Rm. 1503, 15th Flr., Henry Sy Sr. Hall (+632) 8524-4611 local 163 <a href="mailto:ovperi@dlsu.edu.ph">ovperi@dlsu.edu.ph</a>
International Center	<p>Rm. 207 St. Joseph Hall (+632) 8524-4611 local 289 <a href="mailto:ovperi.exchange@dlsu.edu.ph">ovperi.exchange@dlsu.edu.ph</a></p> <p><b>Contact Person:</b> Ms. Miriam M. Abayan Program Manager for International Programs <a href="mailto:miriam.abayan@dlsu.edu.ph">miriam.abayan@dlsu.edu.ph</a></p>
<b>DLSU X (Twitter) Page</b> <a href="https://x.com/dlsumanila">https://x.com/dlsumanila</a>	<b>DLSU Facebook Page</b> <a href="https://www.facebook.com/DLSU.Manila.100">https://www.facebook.com/DLSU.Manila.100</a>
<b>DLSU Viewbook</b> <a href="https://www.dlsu.edu.ph/i-viewbook">https://www.dlsu.edu.ph/i-viewbook</a>	<b>DLSU YouTube</b> <a href="https://www.youtube.com/user/DLSU100/videos">https://www.youtube.com/user/DLSU100/videos</a>



# TERM DATES

DLSU operates on a trimester system of 3 terms per year. Exchange and study abroad students are welcome in any of the three terms.

## AY 2025-2026 INBOUND CALENDAR AND DEADLINES

	Exchange Period	Nomination Period	Application Deadlines	Issuance of Acceptance Letter
<b>TERM 1</b>	September 2025- December 2025	May 3, 2025	May 30, 2025	June 28, 2025
<b>TERM 2</b>	January 2026- April 2026	September 3, 2025	September 30, 2025	October 30, 2025
<b>TERM 3</b>	May 2026- August 2026	January 27, 2026	February 28, 2026	March 21, 2026

## AY 2026-2027 INBOUND CALENDAR AND DEADLINES

	Exchange Period	Nomination Period	Application Deadlines	Issuance of Acceptance Letter
<b>TERM 1</b>	September 2026- December 2026	May 3, 2026	May 30, 2026	June 28, 2026
<b>TERM 2</b>	January 2027- April 2027	September 3, 2026	September 30, 2026	October 30, 2026
<b>TERM 3</b>	May 2027- August 2027	January 27, 2027	February 28, 2027	March 21, 2027

**NOTE: NOMINATION IS DONE BY THE HOME UNIVERSITY ONLY.** Direct application by the student is NOT ACCEPTED. Nominate your student using this link: <https://forms.gle/SDiotRQ65KUx7NNe8>

## QUALIFICATIONS FOR ADMISSION AND RETENTION POLICIES

- Nominated by the home university;
- Must be an officially enrolled student of the home university;
- Has a Cumulative Grade Point Average (CGPA) of at least 3.0 or better;
- Proficient in the English language; and
- A student of good standing character

## APPLICATION DOCUMENTS AND REQUIREMENTS

1. DLSU Inbound Student Exchange Application Form
2. Official Transcript of Records/ Academic Records
3. Proof of English Proficiency (ANY OF THE FOLLOWING), with a \*minimum score of
  - a. TOEFL pbt 550 / TOEFL ibt 79 (MyBest scores accepted)
  - b. TOEIC 605
  - c. IELTS band of 6.0
  - d. CEFR - C1
  - e. Certificate of English Proficiency or English as a Medium of Instruction
4. Copy of valid Passport Bio-page
5. Certificate of Letter of Good Moral Character (issued by a processor or faculty member)
6. Copy of Enrollment Form (or list of subjects enrolled for the current semester at the home university)

### REMINDERS

1. All documents must be in English (or translated into English).
2. Scan the documents and save as one file. Please use the Filename: Inbound Application-Home University-LASTNAME (Example: Inbound Application-National University-CRUZ)
3. For Inbound students with scores lower than the required English Proficiency Score, they will be required to take at least two (2) modules of English in the DLSU Center of English Speakers of Other Languages or CIESOL. Visit the CIESOL [website](#) for more information.

## 3-STEP APPLICATION PROCESS

### STEP 1

#### **Nomination by the Home University**

Nominate your student using this link: <https://forms.gle/SDiotRQ65KUx7NNe8>

### STEP 2

#### **Submission of application requirements**

The nominated student emails the application documents to the DLSU exchange coordinator at the email address [ovperi.exchange@dlsu.edu.ph](mailto:ovperi.exchange@dlsu.edu.ph), copies are furnished to the DLSU exchange coordinator ([miriam.abayan@dlsu.edu.ph](mailto:miriam.abayan@dlsu.edu.ph)), on or before the Application Deadline.

### STEP 3

#### **Issuance of Acceptance Letter**

DLSU exchange coordinator will email the student's Acceptance Letter to the student, with a copy furnished to the student's Home University exchange coordinator.

## ADMISSION AND ENROLLMENT PROCESS

### STEP 1

#### Selection of courses using the Inbound Cross-Enrollment Form

1. Access the Cross-Enrollment Form [here](#).

**Note:** Once the form has been signed and completed, the student must email it to the DLSU exchange coordinator to the email address [ovperi.exchange@dlsu.edu.ph](mailto:ovperi.exchange@dlsu.edu.ph), cc

[miriam.abayan@dlsu.edu.ph](mailto:miriam.abayan@dlsu.edu.ph)

2. Access the course catalogue [here](#).

### STEP 2

#### Enrollment

The DLSU university exchange coordinator will enroll the student at DLSU.

### STEP 3

#### Issuance of the Enrollment Assessment Form (EAF)

The DLSU university exchange coordinator will email the EAF to the student, with a copy furnished to the student's Home University exchange coordinator.

The EAF contains the following information: class list, class schedule, names of professors, and room assignments.

## ADMISSION AND ENROLLMENT POLICIES

1. The DLSU International Center will only process complete applications and include all required documents.
2. Course enlistment and enrollment must be done in coordination with the DLSU exchange coordinator.
3. While DLSU will make every effort to accommodate course requests, access to specific courses cannot be guaranteed.
  - a. Students are advised to review prerequisites and restrictions during the application process to ensure suitability.
  - b. Student must ensure that all enrolled courses have been approved by their home university.
4. Inbound Students may enroll in a **MAXIMUM of 3 courses (or 9 units) for the UNDERGRADUATE level and 2 courses (or 6 units) for the GRADUATE level per trimester.**
5. Inbound Students can only enroll in courses with no prerequisites.
6. Once classes have started, **dropping, withdrawal, or changing of courses** are not allowed.
7. Inbound Students must comply with the rules and regulations of the DLSU Student Handbook.
8. Inbound Students are required to undergo and complete the Lasallian InSPIRE (International Student Program for Involvement in Responsive Exchange) and participate in all official activities and events of the International Center for International Students.

## ACTIVATION OF MYSALLE ACCOUNTS (DLSU GMAIL AND ANIMOSPACE/CANVAS)

DLSU uses the CANVAS learning management system incorporated with its online teaching infrastructure. This is called the ANIMOSPACE. To be able to join online classes, inbound students are required to activate their DLSU online accounts, namely:

- MLS or MyLaSalle account
- DLSU email account
- CANVAS account

After the DLSU Exchange Coordinator has successfully enrolled the Inbound Exchange student in all his/her classes, he/she will be given a student ID Number and an RF/CM number. BOTH numbers are required to activate DLSU online accounts.

## COURSE CREDITS AND CREDIT SYSTEM

As stated in the DLSU Student Handbook, the credit for a course is determined by the number and length of class meetings every week of a trimester. Thus, a class meeting of 3 hours a week for one trimester gives 3 hours of credit. Some classes on the undergraduate level designated as laboratory require 2 or 3 hours to equal one trimester hour of credit. The number of units is indicated on the course offerings, the Student Enrollment Record, the Enrollment Assessment Form, and other documents/materials related to the course.

**DLSU Grading System:** The University adopts the numerical grading system. The grade INC ("Incomplete") does not exist in the grading system.

DLSU GRADING SYSTEM		Below is the ASEAN Credit Transfer Equivalency Utilized by DLSU		
GRADE POINT	DESCRIPTION	ASEAN Credit Transfer Equivalent	Description	Normal Distribution Guide
4.0	Excellent	A	Excellent	10%
3.5	Superior	B	Very Good	25%
3.0	Very Good	B	Very Good	25%
2.5	Good	C	Good	30%
2.0	Satisfactory	C	Good	30%
1.5	Fair	D	Satisfactory	25%
1.0	Passed	D	Satisfactory	25%
0.0	Failed (No Credits)	E/F	Failed	0

Please access the link to read the **DLSU Student Handbook** for AY 2021-2025 for academic and non-academic information: <https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/student-handbook.pdf>



## INTERNATIONAL SUPPORT SERVICES

### **Lasallian International Students Program for Involvement in Responsive Exchange (InSPIRE)**

To foster a multicultural and diverse learning environment and ensure a meaningful and enriching exchange experience, the International Center has developed a unique formation program for international students, the Lasallian InSPIRE.

The Lasallian International Students Program for Involvement Responsive Exchange (InSPIRE) is a series of supplementary activities designed to support the adjustment and integration of the international students, including the inbound exchange students. The program promotes social and cultural awareness, helping students engage more fully with their new academic and community environment.

The International Center (IC) organizes the activities in partnership with IC Buddies (a student volunteer group) and various IC internal and external partners.

Activities include:

- Welcome and orientation sessions
- Basic Filipino language tutorial
- Cultural tours and immersion activities
- Educational talks and forum, and
- Culminating and farewell events





## TRAVEL UPDATES AND REQUIREMENTS

Foreign students from non-visa-required countries (Executive Order No. 408, s. 1960) may be allowed to enter the Philippines visa-free. On the other hand, foreign students from visa-required countries must secure an entry visa from the Philippine foreign service posts abroad before their travel to the Philippines.

For the list of countries whose nationals can enter the Philippines without a visa, please refer to the link below:

<https://www.philippine-embassy.org.sg/consular/visa/faqs-travel-to-the-philippines-of-foreign-nationals/>

## IMMIGRATION REQUIREMENTS FOR STUDY

Inbound Exchange Students (IES) who wish to enter and stay to study in the Philippines are required to secure a **Special Study Permit (SSP)**. SSPs are issued in conjunction with or accompanied by a Temporary Visitor's Visa (TVV) or 9A visa. SSP is valid for three (3) months but can be extended co-terminus with the length of the course/program. Hence, IES must continuously update their authorized stay or extend their 9A Visa for the duration of their stay in the Philippines.

The International Center (IC), through its BI-accredited Liaison Officer (LO), assists IES in processing and filing the SSP application at the BI Student Visa Section. Approved SSP comes with the ACR I-Card required by the BI.

An ACR I-Card is a microchip-based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. It also has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

## SSP APPLICATION REQUIREMENTS

1. [Letter request](#) addressed to the Commissioner from the representative of the petitioning school; (to be provided by the Liaison Officer [LO])
2. Duly accomplished BI Consolidated Application Form or [CGAF](#) for Student Visa and Special Study Permit. If the applicant is a minor, it shall be signed by the parent or the legal guardian;
3. Photocopy of passport bio-page and latest admission with valid authorized stay;
4. Certificate/Notice of Acceptance (NOA) issued by the host university (IC Liaison Officer shall request the certificate or NOA at the Office of University Registrar);
5. Two (2) pieces 2 inches by 2 inches (2X2) close up photo for CGAF; and
6. Duly accomplished IC [Application Form](#)
7. Official receipt of SSP payment

## SSP AND 9A VISA EXTENSION FEES

A foreign national whose stay will exceed fifty-nine (59) days should apply for 9A Visa extension with the BI Main Office or any BI offices.

SSP Fees	
SSP New Application {with three (3) months validity & an ACR I-Card valid for one (1) year}	= Php 16,000
SSP Extension {another three (3) months validity}	= Php 14,000
<b>Note:</b> SSP fee must be paid at DLSU Finance and Accounting Office. Fees are updated as of July 2025 and may change without prior notice.	

## TEMPORARY VISITOR/TOURIST VISA (9A) EXTENSION FEES

Non-Visa Required Nationals	One (1) Month Extension	= P4,400
	Two (2) Month Extension	= P5,700
	ACR I-Card	= \$50
One (1) Month Extension = Php 4,400 Two (2) Month Extension = Php 4,900		
<b>Note:</b> 9A Visa fee must be paid directly to the BI Cashier Office. Fees are updated as of 4 February 2015 and may change without prior notice.		

## ESTIMATED LIVING EXPENSES

Transport (Bus) per month	= Php 3,000
Transport (Metro) per month	= Php 4,000
Grab (App must be downloaded)	Depends on the distance
Food on campus per meal	Php 50 - Php 300
Food outside the campus per meal	Php 100 - Php 500
Personal Expenses per month (exclusive of rent, etc.)	Php 3,000 - Php 10,000

## ACCOMMODATION

Rent near the University (+charges and services) per month. <i>*Usually requires two months advance deposit</i>	Php 15,000 - Php 40,000
--	-------------------------

### REMINDERS

- There is no on-campus residence in De La Salle University. Students are responsible for finding and booking their own accommodation.
- If you wish to receive the accommodation evaluation of former exchange students, please let us know.