

Online Enrollment Procedure, SY 2020-2021

Basic Education Department (Preschool to Grade 10)

NEW STUDENTS

STEP 1

- ▶ Fill out the **Online Application Form**.

STEP 2

- ▶ Upload the entry requirements to the **Enrollment and Digital Submission of Requirements Platform**, the link to which will be emailed by the Office of the Students Admissions (OSA).

STEP 3

- ▶ Wait for the emailed copy of the PEF from the OSA.

STEP 4

- ▶ Bring the printed PEF to any of the DLSAU partner banks for payment.

STEP 5

- ▶ Email a copy of the deposit slip to the Cashier (at cashier@dlsau.edu.ph) and OSA (at admissions@dlsau.edu.ph).

STEP 6

- ▶ Wait for an email confirmation of enrollment from the Cashier.

OLD STUDENTS

- ▶ Fill out the **Basic Education Department Online Pre-Enrollment Form (PEF)**.

- ▶ Email the PEF to the Basic Education Department Person-in-Charge (PIC):

Ms. Liezel Macatulad (at liezel.macatulad@dlsau.edu.ph).

- ▶ Wait for the emailed copy of the PEF from the PIC.

- ▶ Bring the printed PEF to any of the DLSAU partner banks for payment.

- ▶ Email a copy of the deposit slip to the Cashier (at cashier@dlsau.edu.ph).

- ▶ Wait for an email confirmation of enrollment from the Cashier.

*All forms, as well as the Enrollment and Digital Submission of Requirements platform, can be accessed at www.dlsau.edu.ph/dlsau-farm/.