



De La Salle University - Manila

2401 Taft Avenue, Manila 0922 Philippines
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www.dlsu.edu.ph

STEP UP Program

STudent EXchange Program UNiversity PLacement

INBOUND STUDENT EXCHANGE PROGRAM FACT SHEET



ACADEMIC YEAR
2024-2025 / 2025-2026

De La Salle University (DLSU)

positions itself as a leader in molding human resources who serve the church and the nation. DLSU is a Catholic coeducational institution founded in 1911 by the Brothers of the Christian Schools. The University is a hub for higher education training renowned for its academic excellence, prolific and relevant research, and involved community service. Nestled in the heart of Manila, a vibrant city where culture and diversity are well manifested, DLSU is home to local and international students seeking quality education for a brighter future. It is in a vibrant city where culture and diversity are well manifested.

DLSU has been ranked in five disciplines in the recently released 2021 Times Higher Education World University Rankings by Subject: Business & Economics, Computer Science, Engineering & Technology, Physical Sciences, and Social Sciences. DLSU is the only Philippine university included in the Business & Economics ranking, and we are the country's top HEI in the Computer Science, Engineering, Physical Sciences, and Social Sciences subject areas.

Join the Lasallian family and take part in this wonderful experience with us. **ANIMO LA SALLE!**

Explore our website for more: <https://www.dlsu.edu.ph/>

GENERAL AND CONTACT INFORMATION

Location	2401 Taft Avenue, Manila 0922 Philippines
Colleges and Schools	• Br. Andrew Gonzales College of Education • College of Computer Studies • College of Liberal Arts • College of Science • Gokongwei College of Engineering • Ramon V. Del Rosario College of Business • School of Economics
Office of the Vice President for External Relations and Internalization (OVPERI)	15th Floor Henry Sy Sr. Hall, DLSU #2401 Taft Avenue, 0922 Manila, Philippines
International Center	St. Joseph Hall, Room 207 #2401 Taft Avenue, 0922 Manila, Philippines +632-8524-46-11 loc 163 exchange@dlsu.edu.ph Contact Person: miriam.abayan@dlsu.edu.ph
DLSU Facebook Page: https://www.facebook.com/DLSU.Manila.100	DLSU X Page: https://twitter.com/dlsumanila
DLSU Youtube: https://www.youtube.com/user/DLSU100/videos	DLSU iBlog: http://iblog.lasalle.ph
DLSU Viewbook: https://www.dlsu.edu.ph/i-viewbook	

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 2024-2025 INBOUND CALENDAR AND DEADLINES

	Exchange Period	Nomination Period	Application Deadlines	Issuance of Acceptance Letter
TERM 1	September 2024- December 2024	May 10, 2024	May 30, 2024	June 28, 2024
TERM 2	January 2025- April 2025	September 9, 2024	September 30, 2024	October 30, 2024
TERM 3	May 2025- August 2025	January 27, 2025	February 28, 2025	March 21, 2025

AY 2025-2026 INBOUND CALENDAR AND DEADLINES

	Exchange Period	Nomination Period	Application Deadlines	Issuance of Acceptance Letter
TERM 1	September 2025- December 2025	May 9, 2025	May 30, 2025	June 30, 2025
TERM 2	January 2026- April 2026	September 8, 2025	September 30, 2025	October 31, 2025
TERM 3	May 2026- August 2026	January 9, 2026	January 30, 2026	March 2, 2026

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/aY5gy24uFerp3ecR9>

QUALIFICATIONS FOR ADMISSION & 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
- Is a Student of good standing character

APPLICATION DOCUMENTS AND REQUIREMENTS

ALL DOCUMENTS MUST BE IN ENGLISH (or translated into English)

Scanned copies of these documents must be emailed by the home university exchange coordinator to the DLSU exchange coordinator to the email address: exchange@dlsu.edu.ph on or before the Application Deadline.

Please use the Filename: Inbound Application-Home University-LASTNAME

(Example: Inbound Application-National University-CRUZ)

1. DLSU Inbound Student Application Form
2. Official Transcript of Records/ Academic Records
3. Proof of English Proficiency (**ANY OF THE FOLLOWING**), with a ***minimum** score of
 - TOEFL pbt 550 / TOEFL ibt 79 (MyBest scores accepted)
 - TOEIC 605
 - IELTS band of 6.0
 - CEFR - C1
 - Certificate of English Proficiency **or** English as a Medium of Instruction

***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. (see p.8)

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)

Other Reminders: Medical Insurance must be presented upon arrival at DLSU

5-STEP INBOUND APPLICATION

STEP 1	Nomination by the Home University Nominate your student using this link: https://forms.gle/aY5gy24uFerp3ecR9
STEP 2	Submission of application requirements Home University Exchange Coordinator will email scanned copies of all application documents to: exchange@dlsu.edu.ph , cc: miriam.abayan@dlsu.edu.ph
STEP 3	Issuance of Acceptance Letter DLSU will email this to the Home University Exchange Coordinator
STEP 4	Selection of courses using the Inbound Cross-Enrollment Form The DLSU coordinator will send the list of courses to the partner university Exchange Coordinator.
STEP 5	Inbound Student enrollment in courses at DLSU (will be done by the DLSU Exchange coordinator)

ADMISSIONS AND ENROLLMENT POLICIES

1. Only application documents will be processed by DLSU under the Inbound Exchange Program. At the time of application, students will list their preferred courses on their application.
2. Enlistment and course enrollment must be done in coordination with the DLSU Exchange Coordinator.
3. DLSU will do its best to accommodate course requests, but cannot guarantee access to specific courses. Students must consider a course's restrictions and prerequisites at time of application to determine if a course is suitable for them to take. Course lists and course outlines are available [here](#).
4. Inbound Students can 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 non-prerequisite courses, electives, and major courses with no prerequisites. For major courses or subjects, approval of the respective DLSU College Associate Dean or Department Chairperson is required.
6. **DROPPING, WITHDRAWAL, or CHANGE OF COURSES** is not allowed once classes have started.
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) as well as participate in all official activities and events of the International Center for International Students.

ENROLLMENT REMINDERS

- Course enrollment is done before the start of the term.
- Ensure that the courses you are enrolling in are approved by your home university.
- DLSU cannot guarantee access to specific courses. DLSU has the sole discretion to approve or disapprove enrollment in courses.
- **Dropping/Withdrawal** and **Change of Courses** is not allowed once classes have started.
- Exchange students are advised to refrain from enrolling in major courses with prerequisites.

ACTIVATION OF MYLASALLE 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 GRADING 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 table 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			
2.5	Good	C	Good	30%
2.0	Satisfactory			
1.5	Fair	D	Satisfactory	25%
1.0	Passed			
0.0	Failed (No Credits)	E/F	Failed	0.0

Please access the link to read the **DLSU Student Handbook for AY 2018-2021** 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 create a multicultural and diverse learning environment and to provide an enjoyable and meaningful student exchange experience; the International Center developed a special formation program for all international students entitled, “**Lasallian InSPIRE**”. The Lasallian International Students Program for Involvement in Responsive Exchange (**InSPIRE**) is a series of supplementary activities designed primarily to address the adjustment needs of international students. It allows international students to be socially and culturally aware of their learning environment. The activities are organized by the International Center (IC) in partnership with IC Buddies (student volunteer group) and various internal and external partners of the IC.

Activities include welcome and orientation activity, basic Filipino language tutorial, cultural tour and immersion, talks or fora, and culminating and farewell activities.

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 are required to 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.

TO PROCESS AND APPLY FOR THE SSP, the following documentary requirements must be submitted before or during the onsite orientation day;

- [Letter request](#) addressed to the Commissioner from the representative of the petitioning school; (to be provided by the LO)
- 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;
- Photocopy of passport bio-page and latest admission with valid authorized stay;
- 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);
- Two (2) pieces 2 inches by 2 inches (2X2) close up photo for CGAF; and
- Duly accomplished [IC Application Form](#)
- 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 9,000
SSP Extension {another three (3) months validity}	= Php 7,000

Note: SSP fee must be paid at DLSU Finance and Accounting Office.

TEMPORARY VISITOR/TOURIST VISA (9A) EXTENSION FEES

Non-Visa Required Nationals

One (1) Month Extension = Php 4,400

Two (2) Month Extension = Php 4,900

Visa-Required Nationals

One (1) Month Extension	= Php 4,400
Two (2) Month Extension	= Php 5,700
ACR I-Card	=\$50

Note: 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.

LEARNING ENGLISH

Center for International English for Speakers of Other Languages (CIESOL)

English is the medium of instruction at De La Salle University. Aside from academic programs offered by the Department of English and Applied Linguistics (DEAL), there are non-academic English courses that can be taken by international students, particularly those who need to meet the English language proficiency requirement for exchange study at DLSU. However, inbound students who are interested in taking short CIESOL courses will have to pay their tuition and other fees.

Established in 2019, the Center for International English for Speakers of Other Languages (CIESOL) replaced the Center for Language and Lifelong Learning (CeLL). CIESOL provides language courses to individuals or groups, who are referred by DLSU units and/or covered by existing MOAs and MOUs with DLSU-CIESOL and its institutional partners. CIESOL offers a wide range of non-academic ESOL courses at the beginner, intermediate, and advanced levels with a focus on both macro skills (listening, speaking, reading, and writing) and micro-skills (grammar, vocabulary, and pronunciation) for academic, personal, or professional development. CIESOL courses run for three (3) consecutive weeks with 2-hour sessions per day for five days a week for a total of 30 hours per month.

Detailed descriptions of General ESOL, ESP, and Advanced ESOL courses can be found on the CIESOL website (<https://www.dlsu.edu.ph/colleges/bagced/ciesol/>)

For more information, you may send an email inquiry to betty.robles@dlsu.edu.ph or CIESOL@dlsu.edu.ph.

ESTIMATED COST OF LIVING		
Budget in Pesos EXPENSES	Transport (Metro)	PHP15 - PHP 50
	Transport (Bus)	PHP 50 - PHP 250
	Grab (app must be downloaded)	PHP depends on the distance
	Food within University	PHP 50 - PHP 300
	Food outside University	PHP 100 - PHP 500
	Personal Expenses per month (exclusive of rent,etc.)	PHP 3,000 - PHP 10,000

ACCOMMODATIONS	
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.	