

	DE LA SALLE-COLLEGE OF SAINT BENILDE			
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I. INTRODUCTION

De La Salle-College of Saint Benilde (Benilde) is committed to ensuring that its admissions policies and practices support its vision and mission. This policy was formulated in order to provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures.

II. SCOPE

This procedure covers all undergraduate programs offered in Benilde including the regular degree programs, Career Development Program, Graduate Program, and the Learning Enhancement and Adjustment Program. Programs offered under the School for Professional and Continuing Education and other non-degree programs are not covered by this policy.

III. PURPOSE/RATIONALE

The purpose of this document is to guide the Admissions Center and those involved in the admission of new students in the undergraduate level.

IV. OBJECTIVES

The objective of this document is to ensure that the selection and admission of students shall be governed by the following overarching principles:

- Fairness
- Consistency
- Timeliness
- Merit

Policies and processes shall be in accordance to the Benilde vision and mission statement.

V. DEFINITION OF TERMS

For the purposes of this policy, the following words shall have the meanings provided below:

Acceptance refers to the formal offer of a slot to a prospective student to Benilde based on the assessment of the applicant's requirements.

Admission is the process of applying for, acceptance or non-acceptance, confirmation and initial enrollment to a degree program offered in Benilde.

Admissions Center (AdC) is the Benilde center that handles the recruitment and application processing of applicants for various undergraduate and graduate programs of Benilde.

Admissions Committee (AdCC) is the official body which approves the selection criteria and admission policy of the College.

Applicant is a person who has applied to the College for admission to a degree program offered by Benilde.

Benildean Entrance Examination (BEE) is the official name of the Benilde entrance examination.

Bureau of Alternative Learning System (BALS) is the unit in the Department of Education which handles the accreditation testing for alternative learning in the Philippines.

Center for Learning and Performance Assessment (CLPA) is the Benilde center handling the administration of the Benildean Entrance Examination (BEE).

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Change of Program is the process of changing an applicant's offered degree to another degree of choice through the change of program procedure. This process is accomplished during application stage. On the other hand, students enrolled in Benilde who wish to change their degree program must undergo the shifting process.

Conditional Acceptance refers to an acceptance offer that is dependent upon submission and assessment of additional requirements. Non-compliance and/or later ineligibility based on the requirements shall render the acceptance offer invalid.

Credit is the value attached to an academic course completed in another tertiary institution in terms of its contribution to the completion of an equivalent course in Benilde.

International Students Unit is the unit assigned to assist and monitor international applicants in processing their student visa for study in Benilde.

International Applicant is an applicant who is not a citizen or permanent resident of the Philippines. This includes applicants who graduated overseas and Filipinos who are tourist or balikbayan visa holders.

International English Language Testing System (IELTS) is a standardized test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study in the medium of English.

Interview refers to cases where applicants are invited for an application interview.

Local Applicants refer to Filipino citizens who wish to study in Benilde.

Philippine Educational Placement Test (PEPT) is the Department of Education's accreditation test.

Selection Criteria means a specification of requirements designed to establish eligibility and to enable ranking of applicants (when necessary) for a scholarship.

Test of English as a Foreign Language (TOEFL) is a test of American English language proficiency designed for non-native speakers of English who intend to study in the medium of English.

Wait-listed refers to applicants who are not yet accepted to the program pending the completion of specific application requirements.

VI. PROCEDURES STATEMENT

De La Salle-College of Saint Benilde (DLS-CSB) accepts applications from a variety of applicants including freshmen, transferees, working students, second degree, ETEEAP and international student applicants.

A. Freshman Applicants

Freshmen applicants include the following applicant types.

- High school seniors / Senior High School
- High school graduates who have not entered tertiary education in the Philippines or abroad
- DEAF applicants applying to the SDEAS programs
- Blessed Arnould Study Assistance Program freshman applicants
- Students who passed the Philippine Educational Placement Test (PEPT) and/or the Bureau of Alternative Learning Systems Test (BALS)

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- Non-Filipino and dual citizen freshmen applicants including:
 - International students who graduated in Philippine high schools
 - Permanent residents with Alien Certificate of Registration
 - Dual citizens

The procedure and requirements is as follows:

1. Proceed to the De La Salle-College of Saint Benilde (DLS-CSB) Admissions Center for inquiries. Applicants may also visit the DLS-CSB Admissions website for information and downloads.
2. Secure an application payment slip from the DLS-CSB Admissions Center and pay the non-refundable admission processing fee of Php600.00 (for Filipino citizens) and US\$50 (Non-Filipino citizens) at the DLS-CSB Accounting Office.
3. Present the official receipt to the DLS-CSB Admissions Center and secure an application kit.
4. Fill out the application form and attach the following requirements. **Only applications with correct and complete requirements shall be processed.** If downloaded forms were used, submit the accomplished forms to the admissions staff.
 - Completed DLS-CSB Application Form
 - Three (3) copies of recent identical 2"x2" pictures (write applicant's name at the back of the pictures)
 - Photocopy of National Statistics Office birth certificate or certified true copy of birth certificate (from the local civil register)
 - Secondary Scholastic Record accomplished by the high school registrar with school seal
 - Two (2) DLS-CSB Recommendation Forms including one from the principal, assistant principal or discipline head and the counselor or homeroom adviser
 - *There are additional requirements for students who changed schools during high school, high school graduates who have not entered tertiary education, international students who graduated in Philippine high schools, applicants who studied and/or graduated abroad, Philippine Educational Placement Test (PEPT) cases, Bureau of Alternative Learning Systems Test (BALS) and non-Filipino and dual citizens. Please refer to the section on additional requirements..*
5. Once application requirements are completed, secure the test permit from the admissions staff. This permit specifies the date and time of the entrance exam.
6. Take the entrance exam on the specified date. **No test permit, no exam.**
7. Results may be accessed through the DLS-CSB website and through text messaging. Individual status letters shall be sent to the senior counselor of your school or to the mailing address indicated in your application on the specified release date. If you do not receive your results, please inquire directly at the DLS-CSB Admissions Center.

Additional requirements for freshman applicants who changed schools during high school

- A statement signed by the parent(s) and the applicant stating the reason(s) for transfer
- A certified statement (with school seal) from the assistant principal(s) of **all** schools attended relevant to the academic and discipline status of the applicant prior to discontinuance of studies
- Accomplished DLS-CSB recommendation forms from the principal, assistant principal or discipline head and the counselor or homeroom adviser of **all** schools attended (Forms are available through the counter and downloadable through the DLS-CSB website)

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Additional requirements for high school graduates who have not entered tertiary education

- Photocopy of the Fourth Year report card, or its equivalent, Grade 12 [Present original for verification]
- An exact copy of the Form 137 (F-137) and a certified (with school seal) statement from the school registrar that the applicant's F-137 has never been released to any school here or abroad
- A statement signed by the parent(s) and the applicant stating the following: (a) that the applicant has never been enrolled in any tertiary institution here or abroad and (b) the activities relevant to any form of schooling or education that the applicant may have engaged in after high school graduation.

Additional requirements for freshman applicants who graduated or studied abroad

- Photocopy of Transcript of Records authenticated by the Philippine Embassy of relevant countries of schooling [Present original for verification]. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
- Certificate of Good Moral Character or Letter of Recommendation from the Principal or School Head of all schools attended

Additional requirements for Philippine Educational Placement Test (PEPT) or Bureau of Alternative Learning Systems Test (BALS) cases

- Photocopy of the PEPT or BALS result report [Present original for verification]
- An exact copy of the Form 137 (F-137) and a certified (with school seal) statement from the school registrar that the applicant's F-137 has never been released to any school here or abroad
- A statement signed by the parent(s) and the applicant stating the following: (a) that the applicant has never been enrolled in any tertiary institution here or abroad, (b) the activities relevant to any form of schooling or education that the applicant may have engaged in after high school graduation, and (c) the reason for taking PEPT or BALS.

Additional requirements for Non-Filipino, dual citizens and permanent resident freshman applicants

- Photocopy of passport including photo, date and stamp of latest arrival page (for all Non-Filipino applicants)
- Photocopy of updated Alien Certificate of Registration (for permanent residents)
- Photocopy of Order of Recognition and/or Identification Certificate of Recognition (for dual citizens only)
- Photocopy of updated Special Resident Retiree's Visa (SRRV) or Special Residence Investor Visa (SRIV) (if available)

B. Transferee Applicants and Second Degree Applicants

Transferee applicants include the following applicant types:

- Filipino applicants who wish to transfer to DLS-CSB after having entered other tertiary institutions
- International applicants who wish to transfer to DLS-CSB after having entered other Philippine tertiary institutions
- Blessed Arnould Study Assistance Program (BASAP) transfer applicants

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- Graduates of the Philippine School of Interior Design (PSID) applying to the Bachelor of Science in Interior Design program.
- Non-Filipino and dual citizen transferee applicants including:
 - International students who studied in Philippine tertiary schools
 - Dual citizens
 - Permanent residents with Alien Certificate of Registration

Second Degree applicants are college graduates who wish to pursue another bachelor's degree at DLS-CSB.

The Cumulative Grade Point Average (CGPA) of subjects taken from previous tertiary institutions is a control variable in DLS-CSB. The CGPA shall be converted to the DLS-CSB grading system during pre-application stage. Failure to meet the CGPA cut-off disqualifies the applicant from earning course credits. Graduates of the Philippine School of Interior Design (PSID) are given reconsideration for application to the Bachelor of Science in Interior Design program.

The procedure and requirements is as follows:

1. Proceed to the De La Salle-College of Saint Benilde (DLS-CSB) Admissions Center for inquiries. Applicants may also visit the DLS-CSB Admissions website for information and downloads.
2. Submit the accomplished Pre-Application Questionnaire with the following attachments to the DLS-CSB Admissions Center within the announced application period.
 - Certified True Copy of your Transcript of Records (with School's Grading System)
 - Syllabi of courses taken from previous school(s)
 - Photocopy of 9F Student Visa (if applicable)
3. Await the results of the pre-application 48 working hours after submission of the pre-application requirements.
4. If the result of the pre-application is favorable, secure an application payment slip from the DLS-CSB Admissions Center and pay the non-refundable admission processing fee of of PhP600.00 (for Filipino citizens) and US\$50 (Non-Filipino citizens) at the DLS-CSB Accounting Office.
5. Present the official receipt to the DLS-CSB Admissions Center and secure an application kit.
6. Fill out the application form and attach the following requirements. **Only applications with correct and complete requirements shall be processed.** If downloaded forms were used, submit the accomplished forms to the admissions staff.
 - Completed DLS-CSB Application Form
 - Three (3) copies of recent identical 2"x2" pictures (write applicant's name at the back of the pictures)
 - Photocopy of National Statistics Office birth certificate or certified true copy of birth certificate (from the local civil register)
 - Certified unofficial transcript of records for evaluation purposes (*not required for second degree and ETEEAP applicants*)
 - Certificate of Good Moral Character from all schools attended
 - *There are additional requirements for transferees with no more than one year of tertiary schooling, transferees who attended other tertiary schools, transferees who studied abroad, second degree applicants and non-Filipino, dual citizens and permanent resident applicants.*

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7. Once application requirements are completed, secure the test permit from the admissions staff. This permit specifies the date and time of the entrance exam.
8. Take the entrance exam on the specified date. **No test permit, no exam.**
9. Visit the DLS-CSB Admissions Center to get a copy of your application status letter on the specified date.
10. The Honorable Dismissal (Transfer Credentials) is a requirement for enrollment in DLS-CSB.

Additional requirements for transferees with no more than one year of tertiary schooling

- Secondary Scholastic Record accomplished by the high school registrar with school seal
- Two (2) DLS-CSB Recommendation Forms including one from the principal, assistant principal or discipline head and the counselor or homeroom adviser

Additional requirement for transferees who attended other tertiary schools

- Certificate of Good Moral Character from all schools attended

Additional requirement for transferees who graduated or studied abroad

- Photocopy of Transcript of Records authenticated by the Philippine Embassy of relevant countries of schooling [Present original for verification]. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
- Certificate of Good Moral Character or Letter of Recommendation from the Principal or School Head of all schools attended

Additional requirements for second degree applicants

- Application letter stating the reason(s) for taking a second degree
- Photocopy of the official transcript of records [Present original for verification]

Additional requirements for Non-Filipino, dual citizen and permanent resident transfer applicants

- Photocopy of passport including photo, date and stamp of latest arrival page (for all Non-Filipino applicants)
- Photocopy of updated Alien Certificate of Registration (for permanent residents)
- Photocopy of Order of Recognition and/or Identification Certificate of Recognition (for dual citizens only)
- Photocopy of updated Special Resident Retiree's Visa (SRRV) or Special Residence Investor Visa (SRIV) (if available)

C. Working Student Applicants

Working student applicants include those who are at least 19 years old and are engaged in full-time or part-time work. Working student applicants may apply for the Career Development Program (CDP) and are classified as Night Program applicants.

- Working Students
 - For high school graduates who have not entered tertiary education, see the procedure and requirements for freshman applicants.

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- For applicants who have entered tertiary education, see the procedure and requirements for transferee applicants. The CGPA is not a control variable.
- Certification of Employment (Further proof of employment may be required including the following: TIN Number, SSS or GSIS Number, and copy of the latest Income Tax Return)
- Self-employed Students
 - For high school graduates who have not entered tertiary education, see the procedure and requirements for freshman applicants.
 - For applicants who have entered tertiary education, see the procedure and requirements for transferee applicants. The CGPA is not a control variable.
 - Business permit (Further proof of business be required including the following: TIN Number, SSS or GSIS Number, and copy of the latest Income Tax Return)

D. International Applicants

International applicants include the following applicant types:

- International students who graduated abroad
- Tourist/balikbayan visa holders

For international freshman applicants

1. Proceed to the De La Salle-College of Saint Benilde (DLS-CSB) Admissions Center for inquiries. Applicants may also visit the DLS-CSB Admissions website for information and downloads.
2. Submit the following requirements at the DLS-CSB Admissions Center for evaluation:
 - Photocopy of Transcript of Records authenticated by the Philippine Embassy of relevant countries of schooling [Present original for verification]. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
 - Certificate of Graduation and/or Diploma
3. The DLS-CSB Admissions Center will inform applicant whether he/she qualified to take the entrance examination. If qualified, the applicant may secure a payment slip from the admissions staff and pay the non-refundable admission processing fee of US\$50.00.
4. Present the official receipt to the DLS-CSB Admissions Center and secure an application kit.
5. Fill out the application form and attach the following requirements. **Only applications with correct and complete requirements shall be processed.** If downloaded forms were used, submit the accomplished forms to the admissions staff.
 - Completed DLS-CSB Application Form
 - Three (3) copies of recent identical 2"x2" pictures (write applicant's name at the back of pictures)
 - Certified true copy of birth certificate (from the local civil register)
 - Two copies of original Transcript of Records authenticated by the Philippine Foreign Service Post. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript
 - Certificate of Good Moral Character or Letter of Recommendation from the Principal or School Head of the last school attended
 - For submission after acceptance to DLS-CSB, photocopy of Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) results

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taken within 2 years from date of application (Present original for verification). This is NOT an admission requirement but is used for confirmation and enrollment purposes only.

- Applicants born and raised in countries with English as one of its official languages.
 - Applicants who studied for 3 consecutive school years in the secondary and/or tertiary level, in an intermediate school or an English-speaking school. Applicants from English-speaking schools must submit a statement from their school that the institution uses English as a medium of instruction signed by the Registrar and affixed with the school seal.
6. Once application requirements are completed, secure the test permit from the admissions staff. This permit specifies the date and time of the entrance exam.
 7. Take the entrance exam on the specified date. No test permit, no exam.
 8. Visit the DLS-CSB Admissions Center to get a copy of your application status letter on the specified date. A *student visa* is a pre-requisite for enrollment. Visit the DLS-CSB Foreign Students Unit for details in relation to visa processing.

For international transferee applicants

1. Proceed to the De La Salle-College of Saint Benilde (DLS-CSB) Admissions Center for inquiries. Applicants may also visit the DLS-CSB Admissions website for information and downloads.
2. Submit the following requirements at the DLS-CSB Admissions Center for evaluation:
 - Accomplished Pre-Application Questionnaire
 - Original Transcript of Records authenticated by the Philippine Embassy of relevant countries of schooling [Present original for verification]. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
3. The DLS-CSB Admissions Center will inform applicant whether he/she qualified to take the entrance examination. If qualified, the applicant may secure a payment slip from the admissions staff and pay the non-refundable admission processing fee of US\$50.00.
4. Present the official receipt to the DLS-CSB Admissions Center and secure an application kit.
5. Fill out the application form and attach the following requirements. **Only applications with correct and complete requirements shall be processed.** If downloaded forms were used, submit the accomplished forms to the admissions staff.
 - Completed DLS-CSB Application Form
 - Three (3) copies of recent identical 2"x2" pictures
 - Certified true copy of birth certificate (from the local civil register)
 - Two (2) copies of original Transcript of Records authenticated by the Philippine Foreign Service Post. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript
 - Certificate of Good Moral Character or Letter of Recommendation from the Principal or School Head of all schools attended
 - For submission after acceptance to DLS-CSB, photocopy of Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) results taken within 2 years from date of application (Present original for verification). This is

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NOT an admission requirement but is used for confirmation and enrollment purposes only.

- Applicants born and raised in countries with English as one of its official languages.
 - Applicants who studied for 3 consecutive school years in the secondary and/or tertiary level, in an intermediate school or an English-speaking school. Applicants from English-speaking schools must submit a statement from their school that the institution uses English as a medium of instruction signed by the Registrar and affixed with the school seal.
6. Once application requirements are completed, secure the test permit from the admissions staff. This permit specifies the date and time of the entrance exam.
 7. Take the entrance exam on the specified date. **No test permit, no exam.**
 8. Visit the DLS-CSB Admissions Center to get a copy of your application status letter on the specified date. A *student visa* is a pre-requisite for enrollment. Visit the DLS-CSB Foreign Students Unit for details in relation to visa processing.

E. Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) applicants

The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is intended for working professionals who wish to complete a bachelor's degree through their professional achievements. DLS-CSB's School of Hotel, Restaurant and Institution Management (SHRIM) offers the ETEEAP program. The SHRIM conducts pre-screening for ETEEAP applicants.

ETEEAP applicants must first inquire and submit a *comprehensive resume* to the SHRIM before proceeding with their application. The specific admission requirements are as follows:

- Qualifications
 - Filipino citizen
 - At least a high school graduate with no college degree
 - At least 25 years old
 - At least five (5) years of work experience in his/her field of specialization
 - Must be at least in supervisory level for the past 2 years
 - Must have attended seminar(s)/workshop(s) related to his/her field of specialization (To be assessed by DLS-CSB)
 - Have good moral character and professional work ethics as certified by past and current employers
 - No criminal record
 - No pending ETEEAP application with other institutions
- Requirements
 - For applicants with no previous tertiary-level education, submit requirements for freshmen applicants
 - For applicants with previous tertiary-level education but no college degree, submit requirements for transferee applicants
 - For international applicants, submit requirements for international applicants

F. REFERENCES

POL-1323-001; Admissions Policy, 2017