

# ADMISSION STEPS:

## INCOMING FRESHMEN (NON-NURSING APPLICANTS)

\*For Liceo De La Salle-Senior High School students graduates check your admissions steps here: [usls.edu.ph/liceoapplyall](https://usls.edu.ph/liceoapplyall)

THE ADMISSION STEPS FOR ALL PROGRAMS/COURSES, EXCEPT NURSING, ARE OUTLINED IN THIS SECTION. YOU HAVE TWO OPTIONS TO INITIATE THE PROCESS: OPTION 1 INVOLVES ONLINE REGISTRATION, PROVIDING A CONVENIENT DIGITAL APPROACH, WHILE OPTION 2, ON-SITE REGISTRATION, ALLOWS YOU TO COMPLETE MOST PRE-ADMISSION STEPS DIRECTLY AT OUR CAMPUS.

CHOOSE ONLY ONE OPTION THAT BEST FITS YOUR PREFERENCES FOR A SEAMLESS APPLICATION EXPERIENCE.

# OPTION A: ONLINE REGISTRATION

## STEP 1: CREATION OF AIMS ACCOUNT

- Create an AIMS account through:

<https://aims.usls.edu.ph/lasalle/applicants/index.php>

then click APPLY HERE (red button).

- Once you received your TEMPORARY APPLICANT NUMBER, you may pay the following fees: (NON-REFUNDABLE)

A. Entrance Exam Fee: P210

B. Admission Processing Fee - P300

- PAYMENT CENTERS:

<b>USLS Cashier</b>	Please get payment form from the Guidance office if you're paying at USLS Cashier
<b>MLhuillier</b>	Please fill up Name of student, Student Application Number and purpose of payment
<b>SM/Savemore</b>	Account number should be 6030100 and on the Account Name kindly indicate the Student Name

## STEP 2: ENTRANCE EXAMINATION

- Register and upload the receipts of your Admission Processing and Entrance Examination Fee payment through this link: <https://forms.gle/XSNsLS2rBQ4JQfGb9>
- Guidance office will send the link of the Entrance Examination which should be completed within five (5) days of receipt.

CUT-OFF OF PAYMENT AND UPLOADING OF RECEIPT & REGISTRATION	SENDING OF LINKS
Monday to Wednesday (12NN)	Wednesday afternoon
Wednesday (PM) to Friday (12NN)	Friday Afternoon
Releasing of Results (Hard copy)	Three working days after completion of exam

## STEP 3: UPLOADING OF ADMISSION REQUIREMENTS

Log in your AIMS account and update your personal, educational and other information as well as upload the following Admission Requirements:

- Grade 12 Report Card (Form 138)
- NSO or PSA Birth Certificate  
(to request a new copy, please click the link: <https://psahelpline.ph>)
- **Signed Undertaking Form**
- Admission Fee Receipt
- Entrance Exam Fee Receipt
- Entrance Exam Results
- Medical Clearance from University Clinic – to get medical clearance, submit the following to USLS Clinic. (**Physical Examination** Result, Chest X-ray Result)
- **Signed Recommendation Form** – it should be submitted to USLS Admissions Office, sealed in a long white envelope or you may ask your Guidance Counselor or Homeroom Adviser to email the filled-up form directly to [asao@usls.edu.ph](mailto:asao@usls.edu.ph)

Additional requirements of Students Coming from Schools Abroad:

1. Grade Interpretation or Equivalence
2. Course Syllabus or Subject Description
3. Recommendation Form in Narratives
4. Foreign Passport and/or Philippine Passport
5. Medical Insurance
6. Certificate of Dual Citizen – for those declaring that they have dual citizenship

## STEP 4: RELEASE OF ADMISSION CARD

After verification of accuracy of documents by ASAO, the Admission Card will be released to the student through email. A hard copy of which may also be generated from the Admissions and Scholarships Administration Office. Reminder: Submit all hardcopies of requirements in long white folder to the Admissions and Scholarships Administration Office (ASAO).

Proceed to Enrollment. Kindly refer to this link for instructions.

**Facebook Page:** <https://www.facebook.com/uslsregistrar>

*\*Note: Students who encounter problems in the creation of their AIMS account and/or uploading of their documents may visit the Admissions and Scholarships Administration Office for assistance or email [techsupport@usls.edu.ph](mailto:techsupport@usls.edu.ph).*

# OPTION B: ONSITE REGISTRATION

## STEP 1: PAYMENT OF FEES

Student gets payment form from the Guidance Office and pays the Admission Processing Fee & Entrance Exam Fee at the Business Office or through identified payment centers:

<b>USLS Cashier</b>	Please get payment form from the Guidance office if you're paying at USLS Cashier
<b>MLhuillier</b>	Please fill up Name of student, Student Application Number and purpose of payment
<b>SM/Savemore</b>	Account number should be 6030100 and on the Account Name kindly indicate the Student Name

### SCHEDULE OF FEES: (NON-REFUNDABLE)

1. Entrance Exam Fee: P210
2. Admission Processing Fee - P300

## STEP 2: ENTRANCE EXAMINATION

- Register and upload the receipts of your Admission Processing and Entrance Examination Fee payment through this link: <https://forms.gle/XSNsLS2rBQ4JQfGb9>
- Guidance office will send the link of the Entrance Examination which should be completed within five (5) days of receipt.

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## STEP 3: CREATION OF AIMS ACCOUNT

Student creates an AIMS account through:  
<https://aims.usls.edu.ph/aims/applicants> then click APPLY HERE (red button).

## STEP 4: UPLOADING OF ADMISSION REQUIREMENTS

- Upload the following Admission Requirements to your AIMS Account:
- Grade 12 Report Card (Form 138)
- NSO or PSA Birth Certificate  
(to request a new copy, please click the link: <https://psahelpline.ph>)
- **Signed Undertaking Form**
- Admission Fee Receipt
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