

# ADMISSION STEPS:

## INCOMING FRESHMEN FROM LICEO DE LA SALLE (NON-NURSING APPLICANTS)

*\*These steps are for students that are from Liceo De La Salle - Senior High School only.*

THE ADMISSION STEPS FOR ALL PROGRAMS/COURSES, EXCEPT NURSING, ARE OUTLINED IN THIS SECTION. NOTE: THIS STEPS ARE FOR LICEO DE LA SALLE STUDENTS/GRADUATES.

### STEP 1: REQUEST FOR TRANSFER IN AIMS ACCOUNT

(you may request for AIMS transfer after you graduate from LICEO - Grade 12)

Please log in your AIMS Account through this link:

<https://aims.usls.edu.ph/lasalle/students/index.php> and click Personal Information Tab. Kindly wait for the prompt message and click "yes proceed". Then choose the program that you want to enroll in.

### STEP 2: CONFIRMATION OF TRANSFER

Once successfully transferred, you will receive a confirmation email and may proceed to the succeeding steps for Admission.

### STEP 3: PAYMENT OF ADMISSION PROCESSING FEE

Once successfully transferred, you will receive a confirmation email and may proceed to the succeeding steps for Admission.

<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 4: UPLOADING OF ADMISSION REQUIREMENTS IN YOUR AIMS ACCOUNT

Log-in to your AIMS account and update personal information and upload necessary 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
- 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 5: 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).