

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.

USLS Cashier	Please get payment form from the Guidance office if you're paying at USLS Cashier
MLhuillier	Please fill up Name of student, Student Application Number and purpose of payment
SM/Savemore	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
- 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

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.