

Admissions and Enrolment Process for AY 2020-2021 for Incoming Freshmen and Transferees

USLS has eased up some of its College admission requirements and streamlined the process to help students during COVID-19 pandemic. The College admission testing requirement has been suspended for students seeking to enroll in the university, as one of the temporary measures to help incoming freshmen and transferees during this crisis. While we suspend the College entrance examination, we will still be asking you to pay for the exam fees so when we resume operation you can just approach the Guidance and Evaluation Center (GEC) for your admission test schedule.

The College Admissions and Enrolment period for the First Semester of AY 2020 – 2021 will be from **April 22 to June 30, 2020**. Please do not hesitate to contact us should you need any assistance in accomplishing the process via our official email and social media accounts and contact numbers.

Official Email Address:

Admissions- heu.admission@usls.edu.ph

Registrar- heu.enrollment@usls.edu.ph

Admissions Official Social Media FB Page:

USLS-Bacolod-Admissions and Scholarships Administrative Office

Admissions Contact Numbers:

Mobile:0922-518-2756 (sun)

WhatsApp: +63922-518-2756 for international student- applicant abroad

ADMISSION PROCEDURES:

1. PAYMENT

Payment for Admissions and Testing Fees (see options below) can be made at any alternative payment centers and banks such as SM and Savemore, MLhuillier, UBP Online Account: 00-279-000189-9 and BPI Peso Merchant Account: 1041-0433-06.

- **Option 1:** Admission Fee of P 200.00(*if applicant has paid and taken the freshman entrance test or was re-scheduled due to COVID 19*)
**Grade 12 Liceo De La Salle SHS Completer is exempted to take the test, unless student wants to apply for academic scholarships*
- **Option 2:** College Entrance Test (UBAT) of P 200.00 and Admission Fee of P 200.00(*if applicant has not paid freshman entrance test*)
- **Option 3:** College Entrance Test (UBAT) of P 200, Nursing Aptitude Test (NAT) of P 250 and Admission Fee of P 200.00(*if applicant wants to take up Nursing and has not paid or taken freshman entrance test*)
- **Option 4:** Transferee Test of P 300.00 and Admission Fee of P 200.00(*if applicant has already taken units from other University and seek admission to USLS*)
- **Option 5:** Transferee Test of P 300.00, Nursing Aptitude Test (NAT) of P 250.00 and Admission Fee of P 200.00(*for transferee and second courser who seeks admission to Nursing Program*)
- **Option 6:** Foreign Test of P 750.00 and Admission Fee of P 200(*international student-applicant who seeks admission to USLS*)
- **Option 7:** Nursing Aptitude Test (NAT) of P 250.00(*if applicant misses to pay NAT or wants to shift to Nursing Program*)

2. ONLINE APPLICATION

Fill out college application form at admissions.usls.edu.ph

3. SUBMISSION

Email the following requirements to the official college email address (see email address below) where your degree of choice belongs.

OFFICIAL COLLEGE ADMISSIONS EMAIL ADDRESS:

Yu An Log College for Business and Accountancy: yalcba.admission@usls.edu.ph

College of Arts and Sciences: cas.admission@usls.edu.ph

College of Engineering and Technology: cet.admission@usls.edu.ph

College of Education: ced.admission@usls.edu.ph

College of Nursing: con.admission@usls.edu.ph

For Nursing Applicants: DEADLINE OF SUBMISSION OF COMPLETED DOCUMENTS IS ON JUNE 15, 2020 ONLY. LATE SUBMISSION OF APPLICATION AND REQUIREMENT WILL NOT BE ENTERTAINED ANYMORE.

A. ENTERING FRESHMAN:

- a. Scanned or Photographed Copy of Official Grade 12 Report Card (for entering Freshman), Alternative Learning System (ALS) Report Card and Certificate of Eligibility (if ALS Completer)
- b. Verification, Data Privacy, Undertaking for the Submission of Follow-up Documents and Psychological Awareness and Liability Statement (from the online college application form)
- c. PSA Birth Certificate
- d. Official Admission and Entrance Exam Fee Receipts/Deposit Slips from designated authorized payment centers.
- e. Clear Copy of Philippine and Foreign Passports Bio-pages, Certificate of Recognition as Filipino and Certificate of Completion/Diploma (applicable for dual citizen and international students)

B. For OTHER APPLICANT TYPE (TRANSFEREE, SECOND COURSER, SUPPLEMENTAL, RETURNEE, AND AUDIT): All requirements below should be sent through heu.admission@usls.edu.ph

- a. Scanned or Photographed Copy of Official Transcript of Records and Transfer Credential,
- b. Verification, Data Privacy, Undertaking for the Submission of Follow-up Documents and Psychological Awareness and Liability Statement (from the online college application form)
- c. PSA Birth Certificate
- d. Official Admission and Transferee Test Fee Receipts/Deposit Slips from designated authorized payment centers.

Note: Prepare all hard copies of admission requirements stated above for submission once enhanced community quarantine is lifted. We will allow late submission of PSA Birth Certificate if document is not on hand. College Entrance Exam, NAT Exam (Nursing) and Transferee Test will be put on hold and be taken once it is safe for the Guidance and Evaluation Center to administer admission tests on campus by batch. Chest X-Ray and Accomplished Physical Examination Form and Recommendation Form will also be put on hold and be submitted once the clinics, DepEd schools/Universities/Colleges have resumed operation.

4. ADMISSION CARD

Your online admissions card will be sent to your email account three (3) days after you have completed the process. A text message that you have been successfully admitted to the university will likewise be sent to your mobile number.

ENROLMENT PROCEDURES (FOR FRESHMEN ONLY)

Step 1: PAYMENT

Payment of upon enrollment fee (Please refer to Table 1 below for the amount) can be made directly at the Business Office Cashier or at alternative payment centers and banks which are SM and Savemore, MLhuillier, UBP Online Account: 00-279-000189-9 and BPI Peso Merchant Account: 1041-0433-06

Table 1. Upon enrollment fees

CATEGORY	A	B	C	D
For 1st Year:				
BS Nursing	5,500	5,000	4,500	4,000
Other Degree Programs	5,000	4,500	4,000	3,500

*** Note:

- For the scholars and students who are availing of scholarship/tuition aid, you do not have to go to HRDS or ASAO. However, payment has to be made directly at the Business Office Cashier. For queries regarding total assessment, account balances or settlement of accounts, please email the Business office using the following email addresses: j.gura@usls.edu.ph; e.anabieza@usls.edu.ph; and c.singhid@usls.edu.ph

Step 2: SECTIONING, ADVISING and RESERVATION

After payment has been made, please send us a letter of request through email, using this email address: heu.enrollment@usls.edu.ph, expressing your intention to be enrolled already in the program in which you have been admitted. Please write your name, your program/course and your ID number in your letter. *For transferees having 1st year status after evaluation, please indicate in your letter that you are such and the USLS degree program that you have been admitted to.*

Important Reminder: Please attach with your email a scanned or photographed copy of your admission card.

Upon receipt of your email, the administrative assistant of the Office of the University Registrar will acknowledge such and will be the one to assign your section, advise and reserve your courses. The office will then send/email back your class/block schedule.

Step 3: PRINTED AND VALIDATED ENROLLMENT FORMS will be distributed upon submission of required physical documents when the ECQ is lifted and entry inside the USLS campus is allowed.

Important Dates to remember:

- April 22, 2020 : Start of College Admission and Enrolment for Entering Freshman for the First Semester of AY 2020 – 2021
August 3, 2020 : Start of class for the first semester AY 2020 – 2021

WELCOME TO THE UNIVERSITY OF ST. LA SALLE, WHERE BETTER FUTURES ARE CREATED.