DE LA SALLE SANTIAGO ZOBEL SCHOOL BRAFENHS:
APPLICATION AND ENROLLMENT PROCEDURE

1. Fill out and submit the online application form via the **DLSZ Admissions Portal**

2. Pay the non-refundable Application and Testing Fee through the different **online payment facilities**
(PHP 100 for BRAFENHS applicants)

3. Upload all online application requirements via the **DLSZ Admissions Portal**.

Complete?

- **No** → **Upload the lacking requirements**
Only applicants who have submitted complete application requirements will be given a Test Permit.
- **Yes** →

4. Download the Test Permit from the **DLSZ Admissions Portal** and take the test as scheduled.

5. Check the ***initial application status*** on the date specified in the Test Permit through the **DLSZ Admissions Portal**.

For Final Interview?

- **No** → **END**
- **Yes** →

6. Call the Admissions Office to set an appointment for the ***final interview***.
(8771-3579 local 792)

7. Check the application results a week after the final interview through the **DLSZ Admissions Portal**.

Accepted?

- **No** → **END**
- **Yes** →

8. Download and accomplish the Affidavit of Undertaking (AU) from the **DLSZ Admissions Portal**.
The AU must also be notarized.

9. Pay the registration fee (**PHP 520**) through the different **online payment facilities**.

10. Upload the notarized AU and the registration proof of payment to the **DLSZ Admissions Portal**. Email these documents to nhsadmissions@dlszobel.edu.ph and studentaccounts@dlszobel.edu.ph.

11. **Issuance of the DLSZ Family Portal Account.**
Check the primary email address used at the start of the application for an email on how to access the portal.

12. To be **officially enrolled**, submit the complete enrollment documentary requirements stated in the AU to the Registrar's Office.
For incomplete documents, submit the original physical copy of the notarized AU.

END