



MEMO FOR INTERNATIONAL STUDENTS AY 2025-2026

As stated in the Memorandum on Student Enrollment 25-26 released on January 28, 2025, ALL INTERNATIONAL STUDENTS both old and new, visa holders of all types, must email a photo of the following documents to internationalstudents@dlszobel.edu.ph as a **prerequisite for enrollment**. Please note that the online assessment of fees in the DLSZ Family Portal will be deactivated until all requirements have been met.

- Accomplished and signed International Students Form (ISF) – [download here](#)
- Legal Guardianship Form – [download here](#) (only for those not living with parents)
- Photo of valid PASSPORT (photo page and latest visa page)
- Photo of valid VISA IDENTIFICATION CARD (front and back)
- Photo of valid ACR I-CARD (front and back)

Those with TOURIST Visa and BALIKBAYAN Visa are required by the Bureau of Immigration (BI) to apply for a Special Study Permit and a mandatory SSP ACR I-card **before the opening of classes**. DLSZ will process these for the student provided they submit the following requirements to the Registrar's and Admissions Offices (RAO):

- Accomplished and signed International Students Form (ISF) – [download here](#)
- Legal Guardianship Form – [download here](#) (only for those not living with parents)
- Original VALID PASSPORT
- Original VALID ACR I-CARD
- Recent 2x2 ID Photos (2 copies)
- Proof of payment for PHP 15,000 processing fee

Kindly place these in a small brown envelope labeled "For SSP Application" with the student's name on it. If submitting during non-office hours, you may leave it to our gate security personnel in the Alabang or Vermosa campus.

Failure to comply with the BI requirement shall result in forfeiture of enrollment, and foreign students who are found by the BI to have enrolled without an appropriate visa or permit shall be subject to deportation proceedings and payment of fines. (BI Memo No. SBM-2015-007 Art. VII Sec. 3).

Lastly, both administrative fines imposed by the BI for the school (PHP 50,000) and for the student (PHP 20,000) will be paid by the student in case of non-compliance.

For inquiries and clarifications, you may:

- Visit the Registrar's and Admissions Offices at the following campuses:
 - Alabang Campus: Lower ground floor of the St. La Salle Building
 - Vermosa Campus: Second floor of the Engineering building
- Call the Registrar's and Admissions Offices at any of the following phone numbers:
 - Telephone Numbers: (632) 8771-3579 local 710, 712, 790, 792 for Alabang and local 584 for Vermosa
 - Mobile Numbers: 0945-8345460 (Alabang Campus) and 0945-8345457 (Vermosa Campus)
- Send an email to internationalstudents@dlszobel.edu.ph.

We will appreciate your full compliance. Thank you.

In St. La Salle,

Ms. Ma. Fatima S. Guerrero (SGD)
Registrar's Office Head

Ms. Caroline T. Ramos (SGD)
Admissions Office Head

Approved by:

Dr. Janette B. Torrato (SGD)
Director for Academic Services Department