De La Salle Santiago Zobel School
APPLICATION AND ENROLLMENT PROCEDURE

Application

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

2 Pay the non-refundable Application and Testing Fee onsite at our DLSZ Alabang Campus Accounting Office or online through https://pay.dlszobel.edu.ph/
(PHP 1000 for Filipinos and international applicants)

3 Upload all application requirements via the DLSZ Admissions Portal.

The recommender will be the one to send the DLSZ recommendation form directly to admissions@dlszobel.edu.ph

Only applicants who have the complete application requirements will be given a Test Permit.

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

5 Check the application result online on the date stated in the Test Permit through the DLSZ Admissions Portal.

Pre-enrollment and Enrollment
(For accepted applicants only)

6 Download (from the DLSZ Admissions Portal), print, and accomplish the following forms:
- *Affidavit of Undertaking (AU)*
- *Development Fee (DF) Form*
- *For International students: International Student Form (ISF)*

7 Pay the Development Fee *(DF)* onsite at our DLSZ Accounting Office or online through https://pay.dlszobel.edu.ph/

8 Upload the photos of the notarized AU and signed DF Form. For accepted applicants who came from schools abroad, upload the authentication certificate or apostilled school records.
For International students, upload the accomplished International Student Form (ISF).

9 Complete the online tuition assessment and enrollment via the DLSZ Family Portal.

10 Pay the tuition and other fees onsite at our DLSZ Accounting Office or online through https://pay.dlszobel.edu.ph/
Email a copy of the enrollment proof of payment to the admissions@dlszobel.edu.ph and studentaccounts@dlszobel.edu.ph.

11 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.

For the detailed procedures and requirements, please see the DLSZ Admissions page.