

ADMISSION STEPS: INCOMING FRESHMEN (NON-NURSING APPLICANTS)

*For Liceo De La Salle-Senior High School students graduates check your admissions steps here: usls.edu.ph/liceoapplyall

THE ADMISSION STEPS FOR ALL PROGRAMS/COURSES, EXCEPT NURSING, ARE OUTLINED IN THIS SECTION. YOU HAVE TWO OPTIONS TO INITIATE THE PROCESS: OPTION 1 INVOLVES ONLINE REGISTRATION, PROVIDING A CONVENIENT DIGITAL APPROACH, WHILE OPTION 2, ON-SITE REGISTRATION, ALLOWS YOU TO COMPLETE MOST PRE-ADMISSION STEPS DIRECTLY AT OUR CAMPUS.

CHOOSE ONLY ONE OPTION THAT BEST FITS YOUR PREFERENCES FOR A SEAMLESS APPLICATION EXPERIENCE.

OPTION A: ONLINE REGISTRATION

STEP 1: CREATION OF AIMS ACCOUNT

- Create an AIMS account through:
<https://aims.usls.edu.ph/lasalle/applicants/index.php>
then click APPLY HERE (red button).
- Once you received your TEMPORARY APPLICANT NUMBER, you may pay the following fees: (NON-REFUNDABLE)
 - A. Entrance Exam Fee: P210
 - B. Admission Processing Fee - P300
- PAYMENT CENTERS:

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 2: ENTRANCE EXAMINATION

- Register and upload the receipts of your Admission Processing and Entrance Examination Fee payment through this link: <https://forms.gle/XSNsLS2rBQ4JQfGb9>
- Guidance office will send the link of the Entrance Examination which should be completed within five (5) days of receipt.

CUT-OFF OF PAYMENT AND UPLOADING OF RECEIPT & REGISTRATION	SENDING OF LINKS
Monday to Wednesday (12NN)	Wednesday afternoon
Wednesday (PM) to Friday (12NN)	Friday Afternoon
Releasing of Results (Hard copy)	Three working days after completion of exam

STEP 3: UPLOADING OF ADMISSION REQUIREMENTS

Log in your AIMS account and update your personal, educational and other information as well as upload the following Admission Requirements:

- Grade 12 Report Card (Form 138)
- NSO or PSA Birth Certificate
- **Signed Undertaking Form**
- Admission Fee Receipt
- Entrance Exam Fee Receipt
- Entrance Exam Results
- 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 4: 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.*

OPTION B: ONSITE REGISTRATION

STEP 1: PAYMENT OF FEES

Student gets payment form from the Guidance Office and pays the Admission Processing Fee & Entrance Exam Fee at the Business Office or through identified payment centers:

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

SCHEDULE OF FEES: (NON-REFUNDABLE)

1. Entrance Exam Fee: P210
2. Admission Processing Fee - P300

STEP 2: ENTRANCE EXAMINATION

- Register and upload the receipts of your Admission Processing and Entrance Examination Fee payment through this link: <https://forms.gle/XSNsLS2rBQ4JQfGb9>
- Guidance office will send the link of the Entrance Examination which should be completed within five (5) days of receipt.

CUT-OFF OF PAYMENT AND UPLOADING OF RECEIPT & REGISTRATION	SENDING OF LINKS
Monday to Wednesday (12NN)	Wednesday afternoon
Wednesday (PM) to Friday (12NN)	Friday Afternoon
Releasing of Results (Hard copy)	Three working days after completion of exam

STEP 3: CREATION OF AIMS ACCOUNT

Student creates an AIMS account through:
<https://aims.usls.edu.ph/aims/applicants> then click APPLY HERE (red button).

STEP 4: UPLOADING OF ADMISSION REQUIREMENTS

- Upload the following Admission Requirements to your AIMS Account:
- Grade 12 Report Card (Form 138)
- NSO or PSA Birth Certificate
- Signed Undertaking Form
- Admission Fee Receipt
- Entrance Exam Fee Receipt
- Entrance Exam Results
- 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.*