



De La Salle University

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STEP UP Program

STudent **E**xchange **P**rogram **U**niversity **P**lacement

and

Lasallian EViSA Program

Exchange and **V**irtual **S**tudy **A**broad

INBOUND STUDENT EXCHANGE PROGRAM FACT SHEET

ACADEMIC YEAR 2021-2022 / 2022-2023

De La Salle University (DLSU) positions itself as a leader in molding human resources who serve the church and the nation. It is a Catholic coeducational institution founded in 1911 by the Brothers of the Christian Schools. The University is a hub for higher education training renowned for its academic excellence, prolific and relevant research, and involved community service. Nestled in the heart of Manila, DLSU is home to local and international students seeking quality education for a brighter future ahead. It is situated in a vibrant city where culture and diversity are well manifested.

DLSU has been ranked in five disciplines in the recently released 2021 Times Higher Education World University Rankings by Subject, namely: Business & Economics, Computer Science, Engineering & Technology, Physical Sciences, and Social Sciences. DLSU is the only Philippine university that is included in the Business & Economics ranking, and we are the country's top HEI in the Computer Science, Engineering, Physical Sciences, and Social Sciences subject areas.

Please visit our website here: <https://www.dlsu.edu.ph/>

AY 2021 - 2022 INBOUND CALENDAR AND DEADLINES

	Exchange Period	Nomination Deadlines	Application Deadlines	Issuance of Acceptance Letter
Term 1	October 18, 2021 - February 19, 2022	May 10, 2021	May 30	June 30
Term 2	March 21, 2022 - July 9, 2022	September 10, 2021	September 30	October 30
Summer Term	July 10, 2022 - September 4, 2022 (NO Inbound Admission)			

AY 2022 - 2023 INBOUND CALENDAR AND DEADLINES

Term 1	September 5 – December 17, 2022	May 10, 2022	May 30, 2022	June 30, 2022
Term 2	January 9 – April 14, 2023	September 10, 2022	September 30, 2022	October 30, 2022
Term 3	May 8 – August 12, 2023	January 10, 2023	January 30, 2023	March 1, 2023

Nomination by home university only. Direct application by student is not accepted.
Nominate your student using this link: <https://forms.gle/c8ahr6vAifZPFzKa7>

QUALIFICATIONS FOR ADMISSION & RETENTION POLICIES

1. Nominated by the home university;
2. Officially enrolled student of the home university;
3. With a Cumulative Grade Point Average (CGPA) of at least 3.0 or better;
4. Proficient in English language; and
5. Student of good standing and character.

APPLICATION DOCUMENTS AND REQUIREMENTS

ALL DOCUMENTS MUST BE IN ENGLISH (or translated in English).

Scanned copies of these documents must be emailed by the Home University Exchange Coordinator to DLSU Exchange Coordinator at email address: exchange@dlsu.edu.ph on or before the application deadline. **Please use the filename: Inbound Application-Home University-LASTNAME** (Example: Inbound Application-National University-CRUZ)

1. DLSU Inbound Student Application Form (*link to the form is available at the Electronic Forms list below*)
2. Official Transcript of Records/Academic Records
3. Proof of English proficiency (any of the following), with *minimum score of
 - a) TOEFL pbt 550 / TOEFL ibt 79 (MyBest scores accepted)
 - b) TOEIC 605
 - c) IELTS band of 6.0
 - d) CEFR - C1
 - e) Certificate of English Proficiency or English as a Medium of Instruction
4. Copy of valid Passport Bio-page
5. Certificate or Letter of Good Moral Character (issued by a professor or faculty member)
6. Copy of Enrollment Form (or list of subjects enrolled for the current semester at home university)

[* For inbound students with scores lower than the required English Proficiency Score, they will be required to take at least 2 modules of English in the DLSU Center of English for Speakers of Other Languages or CIESOL.]

5-STEP INBOUND APPLICATION PROCESS

- Step 1: Nomination by home university (Nominate your student using this link: <https://forms.gle/c8ahr6vAifZPFzKa7>)
- Step 2: Submission of application requirements (Home University Exchange Coordinator will email scanned copies of all application documents to: **exchange@dlsu.edu.ph**)
- Step 3: Issuance of Acceptance Letter (DLSU will email this to the Home University Exchange Coordinator)
- Step 4: Selection of courses using the Inbound Cross-Enrollment Form (DLSU Coordinator will send the list of online courses (LOOP) to partner university Exchange Coordinator.
- Step 5: Inbound student enrollment in courses at DLSU (will be done by the DLSU Exchange Coordinator)

ADMISSION AND ENROLLMENT POLICIES

1. Only complete application documents will be processed by DLSU under the Inbound Exchange Program.
2. Enlistment and enrollment in courses must be done in coordination with DLSU Exchange Coordinator.
3. Inbound student can enroll in **a maximum of 3 courses (or 9 units) for undergraduate level and 2 courses (or 6 units) for graduate level per trimester.**
4. Inbound student can only enroll in non-prerequisite courses, electives, and major courses with no prerequisites. For major courses or subjects, approval of the DLSU College Associate Dean or Department Chairperson is required.
5. Dropping, withdrawal, or change of courses is only allowed during the Week 1 of the term without surcharge.
6. Inbound students must comply with the rules and regulations of DLSU Student Handbook.
7. Inbound students are required to undergo and complete the Lasallian InSPIRE (International Student Program for Involvement in Responsive Exchange) as well as participation in all official activities and events of the International Center for international students.

COURSE CREDITS AND GRADING SYSTEM

As stated in the DLSU Student Handbook, the credit for a course is determined by the number and length of class meetings in every week of a trimester. Thus, a class meeting of 3 hours a week for one trimester gives 3 hours of credit. Some classes on the undergraduate level designated as laboratory require 2 or 3 hours to equal one trimester hour of credit. The number of units is indicated on the course offerings, the Student Enrollment Record, the Enrollment Assessment Form, and other documents/materials related to the course.

DLSU Grading System: The University adopts the numerical grading system. The grade INC ("Incomplete") does not exist in the grading system.

<u>GRADE POINT</u>	<u>DESCRIPTION</u>
4.0	Excellent
3.5	Superior
3.0	Very Good
2.5	Good
2.0	Satisfactory
1.5	Fair
1.0	Passed
0.0	Failed (No Credits)

Below is the ASEAN Credit Transfer Equivalency table utilized by DLSU:

ASEAN Credit Transfer Equivalent	Description	Normal Distribution Guide	DLSU Grade Point
A	Excellent	10%	4.0
B	Very Good	25%	3.0 – 3.5
C	Good	30%	2.0 – 2.5
D	Satisfactory	25%	1.0 – 1.5
E/F	Failed	10%	0.0

INTERNATIONAL SUPPORT SERVICES

Lasallian International Students Program for Involvement in Responsive Exchange (InSPIRE)

To create a multicultural and diverse learning environment and to provide enjoyable and meaningful student exchange experience, the IC developed a special formation program for all international students entitled, "Lasallian InSPIRE". The Lasallian International Students Program for Involvement in Responsive Exchange (InSPIRE) is a series of supplementary activities that are designed primarily to address the adjustment needs of the international students. It gives the international students opportunities to be socially and culturally aware of their learning environment. The activities are organized by the International Center (IC) in partnership with IC Buddies (student volunteer group) and various internal and external partners of the IC. Activities include welcome and orientation activity, basic Filipino language tutorial, cultural tour and immersion, talks or fora and culminating and farewell activity among others.

LEARNING ENGLISH

Center for International English for Speakers of other Languages (CIESOL)

DLSU uses English as a medium of instruction. Aside from language academic courses, DLSU offers non-academic courses for international students who would like to hone their English language through the Center for International English for Speakers of Other Languages (CIESOL). CIESOL provides unparalleled, cost-effective ESOL training and related services at the beginner, intermediate, and advanced levels to groups as well as individuals. **Inbound students who are interested to take CIESOL English modules will pay their own fees.** For information, you may send an email inquiry to betty.robles@dlsu.edu.ph.

Please read The DLSU Student Handbook for AY 2018-2021- <https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/student-handbook.pdf?fbclid=IwAR367CygOWK0CslkrP3mH05tmoQ43bf5ZWID9ZIL3-aqGLnI9P6kZu3qg3M>

CONTACT INFORMATION

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FOR GENERAL INFORMATION ABOUT DE LA SALLE UNIVERSITY, PLEASE VISIT:

DLSU Viewbook

<https://www.dlsu.edu.ph/i-viewbook/>

DLSU Video:

<https://www.youtube.com/user/DLSU100/videos>

DLSU Facebook

<https://www.facebook.com/DLSU.Manila.100>

DLSU Twitter

<https://twitter.com/dlsumanila>

DLSU iBlog

<http://iblog.lasalle.ph/>