



ENROLLMENT PROCEDURES

for Incoming First-year College Students

SY 2024-2025

Note: Non-Louisians who have NOT YET REGISTERED, kindly visit the College Guidance Office or click this link: <https://registration.usl.edu.ph/>



PAY

Pay the down payment fee of one thousand pesos only (P1,000).
(Refer to *PAYMENT FACILITIES* below.)

Note:

- ✓ USL Senior High School students will have to pay at the USL Finance Office. Fill out the Payment Form and check “others,” and please specify the pre-enrollment fee.
- ✓ The down payment fee is non-refundable if in case that a student withdraws his/her enrollment. If the student proceeds with enrollment, the down payment fee will form part of his/her school fees.
- ✓ If the down payment is already settled/paid in the payment facilities other than USL FINANCE OFFICE click this link <https://bit.ly/usldownpaymentverification> for verification.

PAYMENT FACILITIES

a. USL FINANCE OFFICE

Monday-Thursday (7:30 AM - 5:15 PM), Friday (7:30 AM -4:15 PM)
Payments are posted in real-time.

b. CEBUANA LHUILLIER

Proceed to any branch of Cebuana Lhuillier near your location by filling out the bill payment form and providing the following details:

- ID Number of the student
- Name of the student
- Amount to be paid
- Merchant's Name (Name of School): University of Saint Louis

c. LANDBANK's LinkBizPortal

www.lbp-eservices.com/egps/portal/index.jsp

Landbank ATM account, select ATM Bancnet, and any of the following cash collection partners of LBP: Pay & Go

- Posible
- Robinson's Business Center

- RuralNet
- RD Pawnshop
- SM Business Center
- Bayad Center
- DA5 Outlets
- LBC
- M. Lhuiller
- Bayad Express
- 7 Eleven (2,279 outlets nationwide) - with CLiQQ Kiosks
- EC Pay (4,185 outlets nationwide)

Note: Over-the-counter payment is not allowed at Land Bank

d. **UNION BANK**

All students and parents with Union Bank accounts can use this facility. Over-the-counter payments to Union Bank are accepted.



ENROLL

(for both USL and non-USL SHS graduates)

FOR ONLINE ENROLLEES

1. Log in to the Student Portal at <https://myportal.usl.edu.ph>
2. Click the Enrollment link.
3. Fill out the required field with your Personal Information.
4. Tick the Agreement and click the Enroll button. (for USL Senior High School graduates, choose your preferred program/course.)
5. Click the “Enrollment Form” button and print the form.

Note: Class Schedule is subject to change at any time within the enrollment period.

6. Click the Personal Information Sheet button and print the form.

FOR WALK-IN ENROLLEES

Proceed to the Office of Student Affairs and Services (OSAS) for assistance in processing your enrollment.



SUBMIT

Submit the following **ENTRANCE CREDENTIALS** to the **Office of the University Registrar on or before July 31.**

1. 2x2 ID picture (white background, casual attire, natural hair color, clean haircut, and no earrings for male students)
2. Clear copy of PSA Birth Certificate
3. Original Copy of SHS Report Card (Grade 12)
4. Certificate of Good Moral Character
5. Printed and signed Personal Information Sheet (generated form after online Enrollment process)
6. Church Marriage Certificate, if married
7. Affidavit of Non-Cohabitation, if single parent

IMPORTANT REMINDER

Failure to submit Entrance Credentials can mean invalidation of enrollment.
Please be guided accordingly.

FOR EVERYONE'S GUIDANCE

- For any concern/s regarding your payment, kindly email cashier@usl.edu.ph or call 0956-307-8603.
- For any concerns about submitted entrance credentials, kindly email registrar@usl.edu.ph or dsas@usl.edu.ph.
- Always check your Student Portal for updates on submitted entrance credentials and class schedules.
- College Guidance: 0977-082-7098

REGISTRATION/ENTRANCE TEST DATES

Basic Education School: February - May, 2025

College Entrance Exam starts on November 11, 2024

ENROLLMENT DATES

Basic Education School: May - July 2025

College: April - July 2025

Come and Experience USL!

Start right; come over to the Louisian side!

#ChooseUSL #USLPhilippines