



Office of Admissions  
and Scholarships

**DOCUMENT CHECKLIST FORM**

<b>Name</b>	Last                      First                      Middle	<b>DTS</b>	
<b>ID No.</b>		<b>College and Degree Program</b>	
<b>Date/Time Submitted</b>		<b>Received by</b>	

**Instruction:** Put a check (✓) mark on the applicable documents submitted.

<input type="checkbox"/> Graduate Scholarship Application (New)		
✓	Details	Remarks
	Financial Assistance Application Form	
	Letter of request by the applicant for financial assistance addressed to: The OAS Director, Thru: The Vice-Dean (except for the College of Engineering Grantees letter is addressed to: The OAS Director, Thru: The Graduate Studies Director)	
	Photocopy of the applicant's latest Income Tax Return (ITR)2316 form	
	If married and filing income tax returns separately (or applicant is unemployed), include a photocopy of spouse's latest ITR (2316) form	
	If single and unemployed, a photocopy of parent's latest ITR (2316) form	
	Certificate of Employment with Monthly Compensation	
	Letter of recommendation for financial assistance from the applicant's present employer/superior or previous professor (if unemployed)	
	Photocopy of Transcript of Records (Last school attended)	
	Others (specify):	

<input type="checkbox"/> Graduate Scholarship Application (Request for Upgrade)		
✓	Details	Remarks
	Letter of request by the applicant for financial assistance addressed to: The OAS Director, Thru: The Vice-Dean (except for the College of Engineering Grantees letter is addressed to: The OAS Director, Thru: The Graduate Studies Director)	
	Printed copy of grades from My La Salle (MLS) account	
	Certificate of Employment and Monthly Compensation	
	Others (specify):	



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## FINANCIAL ASSISTANCE APPLICATION FORM (FOR GRADUATE PROGRAMS)

### INSTRUCTIONS:

Please accomplish this form accurately and attach a photo on the space indicated. Print all entries and submit this form together with the required documents to the Enrollment Services Hub (ESH), 2F, Henry Sy, Sr. Hall.

### REQUIRED DOCUMENTS:

1. A letter or request from the applicant stating the circumstances prompting the need for financial assistance addressed to:

The OAS Director  
Thru: The Vice-Dean

*(Except for the College of Engineering Grantee applicants, letter is addressed to)*

The OAS Director  
Thru: The Graduate Studies Director

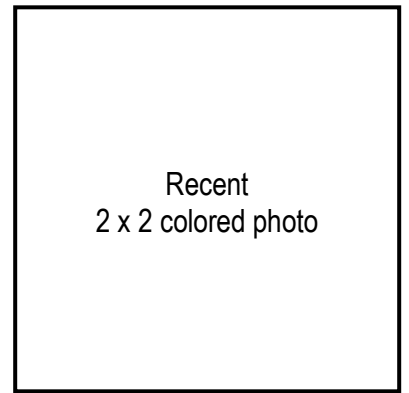
2. A photocopy of your latest Income Tax Return (ITR) form:
  - 2.1. If married and filing income tax returns separately (or applicant is unemployed), include a photocopy of spouse's latest ITR form
  - 2.2. If single and unemployed, a photocopy of parent's latest ITR form

ITR forms should include certification of withholding tax, whenever applicable. If the applicant does not fall under the above categories, a letter clarifying the reasons for exemption from this specific requirement must be submitted instead.

3. A certificate of employment with monthly compensation
4. A letter of recommendation for financial assistance from the applicant's present employer/superior or previous professor (if unemployed)
5. Photocopy of Transcript of Records (last school attended)



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**FINANCIAL ASSISTANCE APPLICATION FORM  
(FOR GRADUATE PROGRAMS)**

Name (Last, First, Middle)			Reference No. (as indicated in the test permit)	
Age	Date of Birth		Sex & Civil Status	
Place of Birth	Citizenship			
Address				
Email Address	Telephone No.		Mobile No.	
Degree Program to be pursued	Highest Educational Attainment			
University/College Last Attended				
Occupation	Employer			
Employment Address			Telephone No.	

**EMPLOYMENT HISTORY**

DATE	EMPLOYER/EMPLOYMENT ADDRESS

**IF SINGLE**

**FATHER**

**MOTHER**

Name and Age		
Citizenship		
Occupation		
Employer		



Office of Admissions and Scholarships

Number of siblings		Ordinal Position	
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**IF MARRIED**

Name of Spouse			Age	
Occupation		Employer		
Employment Address				
No. of children				

CHILD'S NAME	AGE	SCHOOL/EMPLOYMENT ADDRESS

Is this your first enrolment in a graduate program at DLSU?  Yes  No

If NO, under what degree program?		Academic Year/Term?	
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I hereby certify that the information given herein and in the accompanying documents are true and correct. I also hereby authorize the OAS to check on the veracity of the report/information given, anytime, as the same constitute the basis for the granting or continuation of the financial assistance.

I am aware that if I were to be given financial assistance by De La Salle, it is the University's expectation that I should finish the degree at the soonest time possible.

<b>Signature over Printed Name of Applicant</b>	<b>Date Signed</b>

Approved by:

<b>OAS Director</b>	<b>Date Signed</b>	<b>Coverage</b>