

USLS FACTSHEET

INBOUND EXCHANGE STUDENTS

Academic Year 2025-2026



	CONTACT INFORMATION
Name of Institution	University of St. La Salle
Homepage / Website	www.usls.edu.ph
Facebook Page	https://www.facebook.com/lasallebcd
Address	La Salle Ave, Villamonte, Bacolod City, 6100 Negros Occidental,
	Philippines
Office in charge	Center for Linkages and International Affairs
and contact	Ground Floor, Br. Andrew Gonzales Building, University of St. La Salle,
persons	Villamonte, Bacolod City, Negros Occidental, Philippines
	Trunk line: (+632) 456 2357, Ext. 458 / Mobile: +63 9608773626
	Email: s.trajera@usls.edu.ph please cc: clia@usls.edu.ph
	Website: https://usls.edu.ph/overviews/International-Students
	Facebook Page: https://www.facebook.com/pg/USLS-Linkages-and-
	International-Affairs-100999128061891/about/?tn=%2Cd
	Dr. Sheilla M. Trajera
	Director, Center for Linkages and International Affairs
	University of St. La Salle
	s.trajera@usls.edu.ph
	Local 458
	Ms. Jennifer Pabalinas
	Director, Admissions, and Scholarships Office
	University of St. La Salle
	j.pabalinas@usls.edu.ph
	Telephone (+63 34) 433 7019
	Local 124
	APPLICATION REQUIREMENTS
Application Requirements for INBOUND Exchange	All requirements for admission and immigration, test results, and certification asked by the University should be authentic and must be always translated in English. COLLEGE ADMISSION STEPS
Students	1. Create an account through aims.usls.edu.ph and choose TRANSFEREE as the applicant type. Choose an academic program/course to enroll in and take note of the generated application number. Application number will be needed during payments.
Note: Original Copies must	2. Ask your immediate family or guardian to pay for the Admission Fee of P 300.00 and Entrance Test of (P 210.00) at the University Cashier.



bring upon arrival in the Philippines.

- 3. Accomplish your AIMS Application. Do not leave any blank spaces in your application in order for you to proceed to the next step which is the taking of Entrance Test online.
- 4. Take Chest X-Ray and download Physical Examination Record (PER) Form at usls.edu.ph. Present Chest X-Ray result to your personal physician for check-up through using the PER Form. Submit accomplished PER Form and Chest X-Ray results to the University Main Clinic for medical clearance.
- 5. Ask your previous one (1) professor or guidance counselor for a recommendation in narratives. They may submit their recommendation directly through email at heu.admission@usls.edu.ph.
- 6. All international students are encouraged to attend all activities such as Orientation for International Student and other Formation Activities.
- 7. All international students must adhere to the policy of the University and disclose all scholastic records for evaluation purposes of the University, Commission on Higher Education and Bureau of Immigration.
- 8. The student is obliged to submit all student visa requirements to the Admissions and Scholarships Administrative Office (ASAO) within seven (7) working days upon acceptance to the University. Student (9f) visa application must be processed through the assigned University school representative to the Bureau of Immigration within thirty (30) days upon the start of classes. Failure to submit all requirements, the student shall shoulder the penalty imposed by the said bureau.



CHECKLIST OF REQUIREMENTS FOR

Short-Term Exchange Program (STEP)

Please read carefully the above-stated General Instructions before proceeding with the completion of the requirements.

- Sworn Personal History Statement for five (5) years indicating travel, personal achievement, and goal in life
- Chest X-ray, Blood Test, Venereal Disease Research Laboratory,
 Urine, and Stool Lab Test results (to be done in the Philippines)
- Clearances from the National Bureau of Investigation and Bureau of Quarantine (to be done in the Philippines)
- Accomplished Physical Examination Form duly signed by a personal physician in the Philippines (This will be validated by the Medical Clinic of USLS upon arrival in the Philippines)
- Copy of Senior High School Grades and Certificate of Completion
- Original Copy of College Transcript of Records with English Translation
- English Proficiency Result with Comprehensive Interpretation
- Accomplished Undertaking Form with 1x1 ID photo
- Copy of the Birth Certificate
- Admission Fee Receipt of P300
- Accomplished Personal Data Sheet for International Student
- A copy of Foreign passport bio-page and latest arrival with valid authorize stay
- Travel and Medical Insurance tantamount to the number of monthstay in the Philippines
- Payment for preferred student visa application Please choose one only:

() EXPRESS Filing	() REGULAR Filing
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IMPORTANT DATES

Academic Calendar

Semester	Academic Calendar	Nomination Deadlines	Application Deadlines	Issuance of Acceptance Letter
1 st Sem	June-October	March 10	March 30	April 30
2 nd Sem	November-March	July 10	July 30	August 30
Summer	April to May	January 10	January 30	February 28

VISA INFORMATION

Non-Filipino students from abroad must have the following legal documents to be able to study at University of St. La Salle: 1. Tourist Visa (waived tourist visa is issued by the Bureau of Immigration upon arrival to the Philippines; 2. Student Visa and Alien Certificate of Registration and Information Card or the ACR I-Card (will be processed by the Admissions and Scholarships Administration Office after the inbound student has arrived)

Student Visa

Alien Certificate of Registration and Information Card (ACR I-Card)

Student Visa EXPI	RESS	Student Visa REGULAR		
One (1) Year St	ay	One (1) Year Stay		
(7-working day proc	essing)	(3-4 months- processing)		
Description	Amount	Description	Amount	
Student Visa Fee and ACR I Card	25,000.00	Student Visa Fee and ACR I Card	25,000.00	
Admin Fee and school endorsements	15, 000.00	Admin Fee and school endorsements	15, 000.00	
NBI and Quarantine Certification	2,000.00	NBI and Quarantine Certification	2,000.00	
		Tourist Visa Waiver (30 days)	4,500.00	
		Tourist Visa Extension (2 months)	6,000.00	
TENTATIVE AMOUNT	TENTATIVE AMOUNT 42, 000.00		37, 5000.00	
Notes: Easy/ Fast visa processing		Notes: To file in Bureau of Imr	migration-	



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	 To file in Student Desk Immigration-Quezon City ACR I Card is released in one week. Student has no worry to leave the country anytime Can demand for GRADES 	Bacolod City Long waiting period for the release of ACR I Card Student cannot leave the country without the ACR I Card, unless ICARD waiver will be processed in BI Main Office- Intramuros Can demand for GRADES
	INTERNATIONAL MEDICAL/HEALTH	INCLIDANCE
	•	
	All international students are required to be insurance that covers medical, accident, hentire duration of the exchange period.	
Insurance	An insurance coverage that is paid for by i	international students
HOUSING A	ACCOMMODATION (Fees are subject to o	change without prior notice)
Payment can be made upon arrival	1. BALAY KALINUNGAN (In C 2 in a room scheme → P1,800.00 (per Php 27,000.00/student per month Contact Person: Joan Espina, BK Supe Contact: Local 159	night) or
A waiver is required for accommodation outside of USLS.	2. THE HOSTELRY AND RESI Address: Roli's Arcade, La Salle Avenu Philippines, 6100 Contact: 0966 368 3296 Email Add: thehostelerybacolod@gma Private Rooms: Good for 2-3 persons (Twin or Matrim Good for 4 persons (Bunk Bed Room) Good for 1 person Bed Space: Cubicle Room good for 5 persons Shared Room good for 3 persons	ue, Bacolod City, Negros Occidental, uil.com nonial) P8,000.00
	3. BACOLOD HERITAGE DOR Bacolod Heritage Dormitory is a place	

highest level to students and professionals. Developed and owned by Teresa



Development Corporation (TDC), a premier real estate developer in Negros Occidental, Heritage Dorm sits right across the University of St. La Salle.

Address: C.L. Montelibano Drive, Villamonte, Bacolod City

Contact: +63 (34) 432 2821 | +63 (34) 707 8877 | +63 (34) 423 2820

4. JP 227 RESIDENCES

Address: B.S Aquino Drive Shopping, Bacolod City, Negros Occidental

Contact: (034) 435 0045 / (034) 709 0032

+63 917 310 0115 / +63 998 999 4145

Email Add: jp227residences@yahoo.com

FB Page: JP 227 Residences

RESIDENTIAL UNITS

(with 6 months' contract)
Electricity and Water excluded

BARE UNIT P 7,000.00/ month FURNISHED UNIT P 8,000.00/ month

- 2 single bed with foam
- Cabinet
- Table
- Chair

TERMS OF PAYMENT:

- 1-month advance
- 2 months' deposit

TRANSIENT UNITS

(less than 6 months)
Electricity, Water, Beddings excluded

MONTHLY RENTAL P 10,000.00/ month

- 2 single beds with foam
- Cabinet
- Table
- Chair

TERMS OF PAYMENT:

- 1-month advance
- 1-month deposit

HOTEL ROOMS

STANDARD ROOMS P 1,000.00/ night
DELUXE ROOMS P 1,250.00/ night

2 single Beds/ Queen Bed good for 2 persons

All rooms air-conditioned, with toilet and hot/cold water, television with cable, WI-FI, 24-hours security

CHECK-IN TIME: 2:00 PM CHECK-OUT TIME: 12:00 NN

5. ST. CATHERINE'S DORMITORY FOR LADIES

Address: LA SALLE AVENUE, BACOLOD CITY

Owner's Name: PLACIDO GASTON Contact Person: CELINE HELVEZON Contact Number/s: (034) 708 8110

Curfew Time: 10:00 PM

ROOM/BED SPACE:

FOR GIRLS ONLY- Located at Ground Floor

P 1,500- 4 pax P 1,350- 6 pax P 1,250- 8 pax

TERMS OF PAYMENT:

• 1-month advance

1-month deposit

6. MARYSA DORM

Address: #1 17th Street, Ochoa, Brgy. 5, Bacolod City

Contact Number/s: (034) 435 5980

RATES: 1,350 good for 4 pax

Included in the Payment:

Electricity Bill

Water Bill

7. PALMA DORM

Address:17th Street, Ochoa, Brgy. 5, Bacolod City

Contact Number/s: (034) 476 4678

RATES:

Room: P 4,500 (minimum of 6 months' contract)

Boarding House: P 1,500- good for 4 pax

P 1,050- good for 6 pax P 900- good for 8 pax

8. VILLA SANCHA AND RESIDENCE INN

Address:Dr. J. Villarosa St. Bacolod City)

Contact: +63 917-770-0711

Dormitory: 1,650 (with fan) | 1,700(with aircon)

Room: 7,500(non air-con) | 7,950 (aircon) | 8,000(aircon)

9. STA. TERESITA DORMITORY

Address: La Salle Avenue, Bacolod City Contact Number/s: (034) 434 - 0908

BEDSPACE ONLY

- Good for 6 pax in one room
- Monthly water usage per head P50.00
- with own electric sub-meter for electricity consumption

RATES:

• 2,000 (Aircon)

• 1,500 (Non-aircon)

10. JACILDO LADIES DORM (GIRLS ONLY)

Address: #549, Bs Aquino Drive, Bacolod City

Nearest Establishment/Landmark: Jollibee and Mcdo Lasalle: Jetti Gas

Station

Owners Name: Edward Bryan Jacildo Contact: ADONIS / (034) 433 2689

Curfew Time: NO CURFEW

Tenants will be provided with Gate Keys with P200.00 charge and Room Keys

with

P50.00 charge



	Room: P6,000.00 per month (NON-AIRCON) ELECTRIC FAN ONLY good for 2 pax with own CR Water Fee included in the rate with own sub-meter for the electricity consumption TERMS OF PAYMENT: 1-month advance			
	1-month deposit			
A N = ±:£: = =±: =	ARRIVAL NOTIFICATION AND AIRPORT PICK-UP			
Arrival Notification	Exchange students must email CLIA Office s.trajera@usls.edu.ph cc: cc:clia@usls.edu.ph the flight itinerary and request airport pick-up if the student wishes to, 3 weeks before the student's arrival to the Philippines.			
Airport Pick-up	Exchange students are advised to arrive between Monday to Friday and within working hours from 8:00 am to 5:00 pm. All inbound exchange students will be serviced by USLS Service Vehicle. Students must give prior information to USLS-CLIA Office for arrangements outside of the above-mentioned schedule. Arrival and airport pick-up expenses outside of the specified dates of the			
	expected arrival schedule will be borne by the students.			
	For those who will arrive before or beyond the expected arrival dates, the CLIA Office can make the arrangements for the airport pick-up and transfer to the condominium/residence/dormitory:			
	Van Service Rate-(PhP3,000.00) per trip (subject to change)			
	ENROLLMENT IN COURSES			
Enrollment in courses	Enrollment in courses will be done by the exchange student and a coordinator from the International Office of the home university prior to the beginning of the term.			
Course loads and Restrictions	 a. An endorsement letter from the home university faculty in charge or International Office. b. Maximum of 9-12 units (3-4 courses) for undergraduates; 9 units for Graduate Programs c. Students are advised to choose at least 3-4 courses from the program chosen to enroll with, as inbound students. d. Once approved by the home university's international office, the student is not permitted to change the courses they have enrolled in. 			
	CREDITING OF COURSES AND GRADING SYSTEM			
Credits	A course at the University of St. La Salle consists of 3 credit units. This is based on actual contact hours with students. Laboratory classes under Engineering and Science Laboratory courses have 3 contact hours per week but only carry 1 unit.			



		,	BACOLOD	
Grading system	Below is the gradir	ng system at USLS:		
	1.0 (100) 1.5 (95) 1.1 (99) 1.6 (94) 1.2 (98) 1.7 (93) 1.3 (97) 1.8 (92) 1.4 (96) 1.9 (91)	2.1 (89) 2.6 (84) 3.1 2.2 (88) 2.7 (83) 3.2 2.3 (87) 2.8 (82) 3.3	(80) 3.5 (75) (79) W (Withdra (78) DR (Dropp (77) NA (No Att (76) LOA (Leave	ed) AUD (Audit)
	Below is the ASEA	N Credit Transfer Equi	valency table ut	ilized by USLS:
	ASEAN Credit Transfer Equivalent	Description	Normal Distribution Guide	USLS Grade Point
	А	Excellent	10%	4.0
	В	Very Good	25%	3.0 – 3.5
	С	Good	30%	2.0 – 2.5
	D	Satisfactory	25%	1.0 – 1.5
	E/F	Failed	10%	0.0
	ST	TUDENT HANDBOOK		
Student Discipline and Decorum	All international students are bound by the rules and regulations of USLS. Each student receives a copy (hard/ e-copy) of the USLS Student Handbook during orientation day. Students are advised to familiarize themselves with the important provisions of the Student Handbook to avoid any inconvenience while studying in the University.			
	LASALLIA	N FORMATION ENCO	DUNTER	
Required program for all inbound exchange students	LASALLIAN FORMATION ENCOUNTER A one-term development program designed to respond to the adjustment needs of international students. It provides activities that encourage them to interact with local (Filipino) students and fellow sojourners. InSPIRE consists of activities like cultural immersion trips, social interaction, skills development and seminars to enhance psychosocial and emotional adjustment. These activities are organized by the International Center in coordination with various units and organizations on and off campus. Activities of InSPIRE are distributed throughout the term, usually on a Friday because this is the University declared activity day. Exchange students are required to attend and complete all InSPIRE activities.			



OFFICIAL TRANSCRIPT OF RECORDS

The Official Transcript of Records (TOR) will be available 6 weeks after the end of the exchange period. Exchange students will apply for the TOR through an online facility and they will receive the TOR through a courier service.

Exchange Students from partner universities of DLSU will receive their original TOR through their International Office.

For those who wish to apply for their original transcript, an online facility is available where the students will receive their TOR through a courier service.

LEARNING ENGLISH

Non-academic Language courses

Language Learning Program is one of the components of Continuing Education at the University of St. La Salle. It is built on four main methodological and pedagogical pillars that are fully integrated with each other in all the courses.

(Language and Learning Program LLP)

Pillar 1 involves Guided Discovery Learning which is a way to develop the language acquisition skills of the learners by using a more natural process in learning a language. It benefits the cognitive, linguistic, and social aspects of the learner.

Pillar 2 focuses on Grammar Progression which includes learning the rules of grammar in a spiral progression that allows the learner to revisit the rules as the need arises. It also involves the functional use of English and grammar.

Pillar 3 gives importance to the Individual Learning Plan, a mechanism to motivate adult learners into self-direction. Activities will be provided to allow the learners to explore their skills and analyze their experiences.

Pillar 4 emphasizes the need to have an international standard when it comes to teaching and learning English. The LLP sees the need to adapt the Common European Framework of Reference (CEFR) and Teaching English to Speakers of Other Languages (TESOL) design. Hence, the program will offer authentic activities and assessments that will further the language acquisition of the learners.

Students from Non-English Speaking Countries are required to take the English Proficiency Test.



LANGUAGE LEARNING PROGRAM FEES

Particulars	Amount
English Proficiency Test	P 500.00
School Registration	P 2,500.00
One-on-One Tutorial 4 hours/day for 20 days	P 20,000.00 (80 hours x P 250.00) P 5,000.00/class (20 hours)
Group Language Class (2 hours/day for 20 days)	P 4,200.00 (40 hours)
Conversational Class (Trio Chat)	P 4,200.00 (20 hours)

ESTIMATED COST OF LIVING AND OTHER EXPENSES

Actual expenditures will vary depending on individual spending habits. It is estimated that a student should plan to spend PHP188,830.00/month for BASIC living expenses including accommodation, utility bills, transportation, and food.

Please check this link for the "Estimated Cost of Living" in the Philippines: https://livingcost.org/cost/philippines/bacolod
https://www.numbeo.com/cost-of-living/in/Bacolod

Please take note that all costs listed in the table are estimates only.

Living Expenses:

Accommodation (Room Sharing) - Php 27,000.00/month (BK rate) Utility

Bills (Electricity, Water, Telephone) - Php 2,500.00/ month (Utility Bills included in the rate if the student choose to stay at Balay Kalinungan)

Food (Cost of ordinary food starts at Php 80.00) - Php 9,000.00/ month

Transportation Cost (Depends on Destinations)- Php 1,800/month



Type of Transportation:

Old Jeepneys rate starts at P 10.00

Modern Jeepneys (Air-conditioned) rate starts at P 12.00

Taxi flag down rate starts at P 44.00

Transportation Apps: Grab Car / inDriver

Php 37,800.00 x4 months = Php 151,200.00 (2,756USD) / 1USD -PHP54.88

School Materials & Visa Expenses

Tourist Visa Extension Fee (4 months) Php 17,430.00 (Tentative Rate)

Student Visa Fee and ACR I-Card (1 Term) Php 25,000.00 Books, printing, photocopy cost- Php 4,000.00

Total Estimated Cost of study for 1 (one) Semester at USLS: Php 197,630.00

Please take note that all costs listed in the table are estimates only and are subject to change without prior notice.

For inquiries <u>s.trajera@usls.edu.ph</u> cc: <u>clia@usls.edu.ph</u>