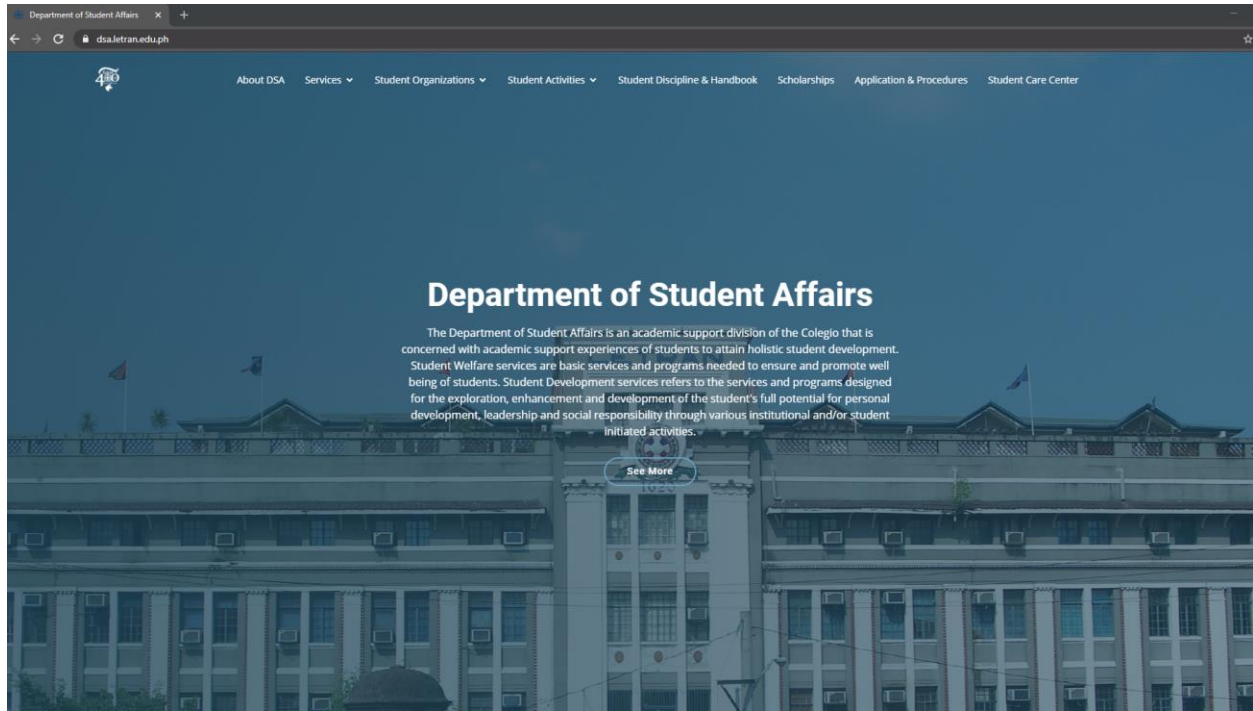


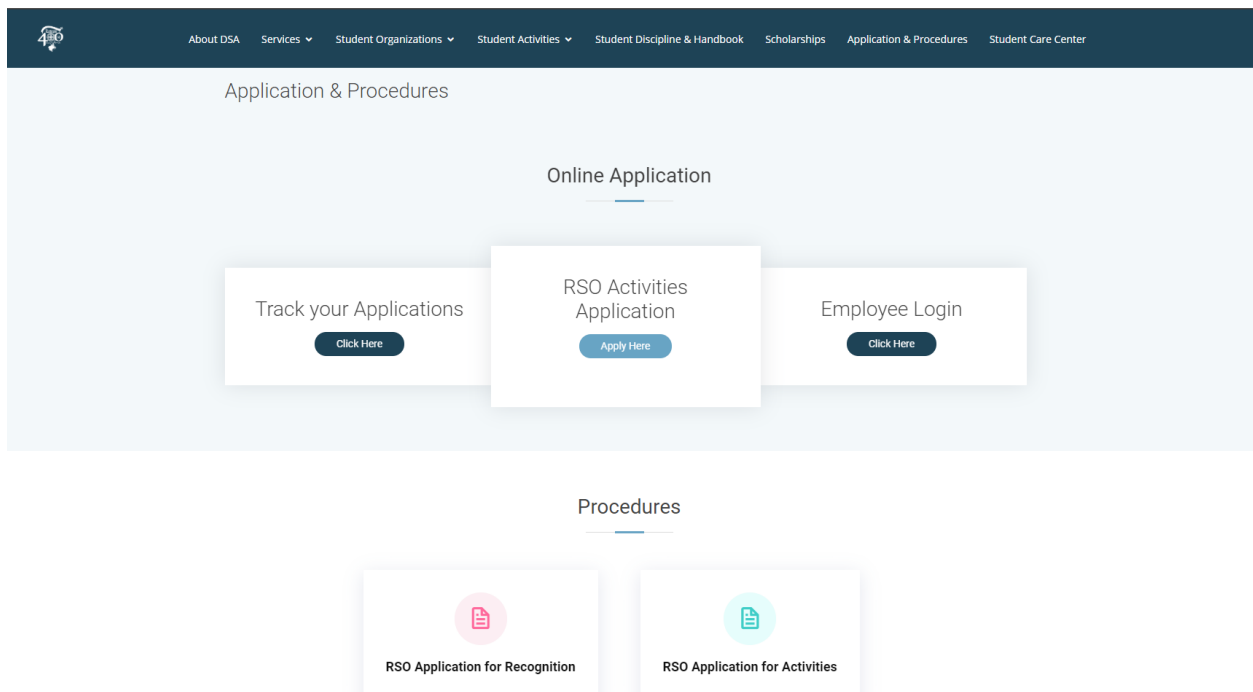
## Activity Online Application Procedures

### Submission of Application Form

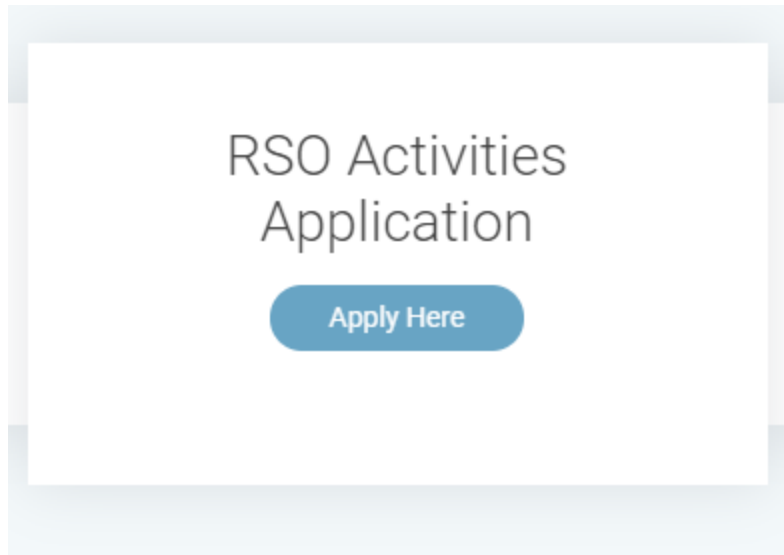
1. Go to the Department of Student Affairs website (dsa.letran.edu.ph)



2. Click the “Application & Procedures” tab



3. Click the “Apply Here” button below the RSO Activities Application card



4. Enter the Student Number, Select the name of the Organization and Type of Activity. (Only students whose authorized by the DSA are allowed to process their application)

**Authorized Student Validation** ✕

Student No :



Organization :  
Select Organization ▼

Type of Activity :

In-Campus Activity       Off-Campus Activity       Online Activity

[Proceed >](#)

## 5. Fill up the Application Form

**Colegio de San Juan de Letran**  
DEPARTMENT OF STUDENT AFFAIRS

**FORM 110** APPLICATION FOR ONLINE ACTIVITY

---

ORGANIZATION :  DATE :

CO-CURRICULAR  EXTRA CURRICULAR  CULTURAL GROUP  PERFORMING ARTS GROUP

---

NATURE OF THE ACTIVITY :

General Assembly  Competition  Others, pls. Specify :

Seminar / Workshop  Community Service

---

TITLE OF THE ACTIVITY :

---

OBJECTIVE/S :

## 6. Check/Take Note the list of required documents then click “Submit Application”

REMINDEES :

1. Application must be **APPROVED at least 5 working days** before the proposed date of the activity.
2. Application must be attached with the following documents:
  - o Letter of Intent regarding activity, noted by Adviser and College Dean
  - o Detailed program flow
  - o Detailed budget proposal
  - o Resume of the speaker (for seminar)
3. Accomplish the routing sheet attached on this form.
4. **Presence of the adviser is required in the activity.**

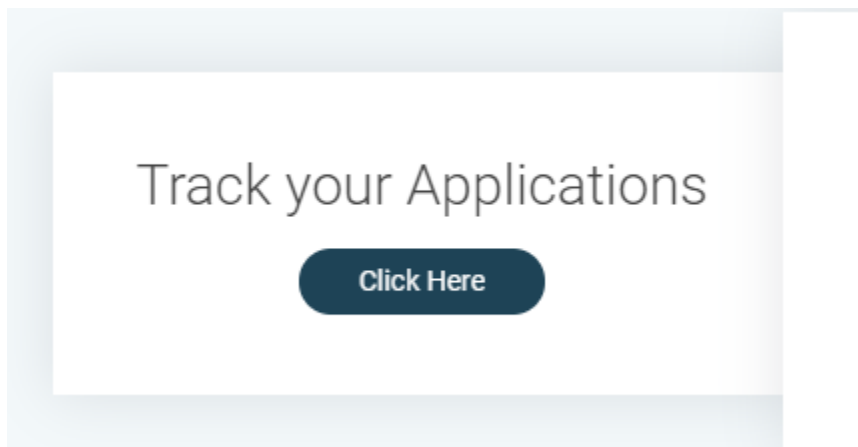
Remarks :

Student Development Coordinator

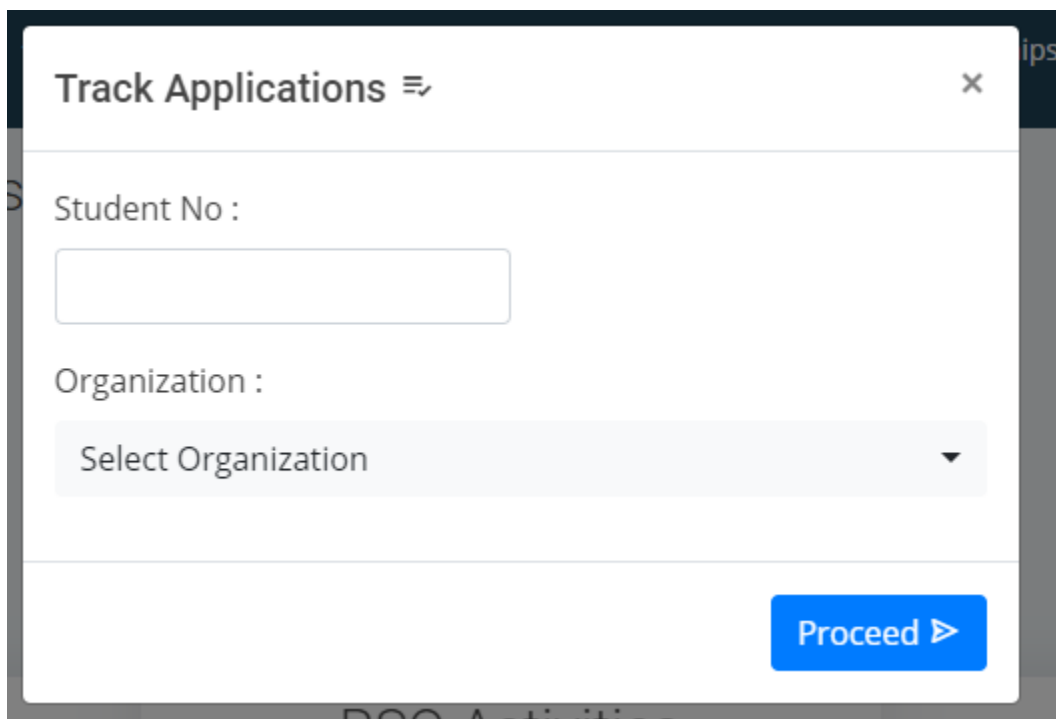
[Submit Application](#)

## Uploading of documents & tracking of Application

1. Click the button below to track your application status



2. Enter the Student Number and the Name of organization used in the application

A screenshot of a web form titled "Track Applications" with a close button (X) in the top right corner. The form contains two input fields: "Student No :" followed by a text input box, and "Organization :" followed by a dropdown menu with the text "Select Organization" and a downward arrow. A blue "Proceed" button with a right-pointing triangle is located at the bottom right of the form.

3. Click the Activity Title to open the application form

FORM 110 APPLICATION FOR ONLINE ACTIVITY

ORGANIZATION : TEST ORGANIZATION DATE : 09/09/2020

CO-CURRICULAR  EXTRA CURRICULAR  CULTURAL GROUP  PERFORMING ARTS GROUP

Select College

NATURE OF THE ACTIVITY :

General Assembly  Competition  Others, pls. Specify :  
 Seminar / Workshop  Community Service

TITLE OF THE ACTIVITY : test

4. Click the "Click here to upload file"

REMINDERS :

1. Application must be **APPROVED at least 5 working days** before the proposed date of the activity.
2. Application must be attached with the following documents:
  - o Letter of Intent regarding activity, noted by Adviser and College Dean
  - o Detailed program flow
  - o Detailed budget proposal
  - o Resume of the speaker (for seminar)
3. Accomplish the routing sheet attached on this form.
4. **Presence of the adviser is required in the activity.**

[Click here to upload file](#)

Letter of Intent :

Program Flow :

Budget Proposal :

Resume :

5. Select the files needed and click upload

Upload File Attachments

Letter of Intent :  Letter Intent.pdf

Program Flow :  Program Flow.pdf

Budget Proposal :  Budget Proposal.pdf

Resume :  Resume.pdf

*\*Use .pdf format only\**

6. Then click “Save” button

REMINDEERS :

1. Application must be **APPROVED at least 5 working days** before the proposed date of the activity.
2. Application must be attached with the following documents:
  - o Letter of Intent regarding activity, noted by Adviser and College Dean
  - o Detailed program flow
  - o Detailed budget proposal
  - o Resume of the speaker (for seminar)
3. Accomplish the routing sheet attached on this form.
4. **Presence of the adviser is required in the activity.**

Remarks :

Student Development Coordinator

[Click here to upload file](#)

Letter of Intent :

Program Flow :

Budget Proposal :

Resume :

7. If the application needs revisions, the user can use the ‘track your application’ module to edit their application form and file attachments. Just repeat the steps and click the “Save” button.

8. If the application passed the screening of coordinator and the status is “For Recommending Approval”, the user cannot edit the application forms and the corresponding attachments.

\*There’s an email notification to the student and adviser after every revisions.