

Admission Policy

I. CERTIFICATE STUDIES ADMISSION REQUIREMENTS

General Admission Requirements

1. Have obtained a high school diploma or its recognized equivalent.
2. Submission of the following:
 - i. Completed application for admission.
 - ii. Submit **one** of the following as part of the evidence for program-specific requirements:
 - a. Students from the public-school system that provide student GPA via an electronic system recognized by the Department of Education of Puerto Rico, will not need to present physical evidence of the transcript. The electronic transcript sent by the school must show the academic GPA computed at the end of the first semester of the senior year of high school, to be evaluated as part of the admission process.
 - b. Students from public and private schools that do not provide the electronic service data transfer recognized by the Department of Education of Puerto Rico, must provide an official transcript comprising their high school years up to the first semester of the senior year of high school, to be evaluated as part of the admission process.
 - iii. All candidates must submit one of the following documents as evidence of having completed high school or its equivalent prior to the start of classes:
 - a. Original Certificate of Graduation.
 - b. Official document of an institution or agency recognized by the U.S. Department of Education.
 - iv. Original Certificate of Immunization, if under 21.

II. UNDERGRADUATE DEGREE STUDIES ADMISSION REQUIREMENTS

General Admission Requirements

1. Have obtained a high school diploma or its recognized equivalent.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. Submission of the following:

- i. Completed application for admission.
- ii. Submit **one** of the following as part of the evidence for program-specific requirements:
 - a. Students from the public school's system that provide student CGPA via an electronic system recognized by the Department of Education of Puerto Rico, will not need to present physical evidence of the transcript. The electronic transcript sent by the school must show the academic CGPA computed at the end of the first semester of the senior year of high school, to be evaluated as part of the admission process.
 - b. Students from public and private schools that do not provide the electronic service data transfer recognized by the Department of Education of Puerto Rico, must provide an official transcript comprising their high school years up to the first semester of the senior year of high school, to be evaluated as part of the admission process.
- iii. All candidates must submit one of the following documents as evidence of having completed high school or its equivalent:
 - a. Original Certificate of Graduation.
 - b. Official document of an institution or agency recognized by the U.S. Department of Education.
4. College Entrance Examination Board (CEEB) scores, SAT or the test offered by the Placement Center of the institution (CDU for its Spanish acronym). This is not required for applicant's ages twenty-five (25) or older.
5. Original Certificate of Immunization, if under 21.
6. Health Certificate for applicants for the Health Sciences or Hospitality Programs.
7. Comply with the required academic index of the institution. (See undergraduate catalog).
8. Comply with all Universidad Ana G. Méndez, Cupey Campus rules and regulations.

Specific requirements for each program

Students should contact the corresponding Academic Division or School where the program is offered for specific pre-requirements that the program may have.

Minimum Cumulative Grade Point Average Requirements

A cumulative high school grade point average of 2.00 is required for entry into most degree programs. Some academic programs have more stringent requirements. See special admissions requirements in the relevant portion of the catalog.

Readmitted Students

An applicant for readmission is a student who has interrupted his/her studies for one semester or more (summer sessions will not be considered) and wishes to continue his/her studies. The student must meet the academic requirements established by the Institution at the time of readmission.

Requirements for Readmission

1. Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
2. Comply with the suspension period for SAP or for disciplinary reasons, as applicable.
3. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for Readmission

1. Submission of the following:
 - a. Completed application for readmission.

Transfer Students

A transfer student is an active or former student of an accredited, post-secondary institution.

Requirements for Transfer

1. Proof of attendance at an accredited recognized institution of higher education.
2. Have transfer credits equal to 12 or more credits earned.
3. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for Transfer

Submission of the following:

1. Completed application for transfer.
2. Official transcript from the institution the student is transferring from.
3. Recommendation by the Dean of the institution the student is transferring from.
4. Original Certificate of Immunization, if under 21.
5. Copy of the Catalog of the institution the student is transferring from, if requested.

Second Baccalaureate or Professional Certificate Students (New Specialty)

Students who have a degree from an accredited institution of higher education and would like to complete a second degree or professional certification.

Requirements for New Specialty

1. Have a bachelor's degree or higher conferred by an accredited institution of higher education.
2. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for New Specialty

1. Completed application for New Specialty.
2. Official transcript from the institution of higher education of origin certifying that a bachelor's degree or higher was conferred.

Student interested in obtaining prerequisites for higher degree

Student who has a degree from an accredited institution and needs to pass prerequisites for admission to a higher degree.

Requirements for Student interested in obtaining prerequisites for higher degree

1. Have a bachelor's degree or higher conferred by an accredited institution of higher education.
2. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for Student interested in obtaining prerequisites for higher degree

1. Completed application.
2. Official transcript from the institution of higher education of origin certifying that a bachelor's degree or higher was conferred.

Student interested in Teacher Certification

Student who has a degree from an accredited institution and needs to pass education courses identified by the Department of Education.

Requirements for Student interested in teacher certification

1. Have a bachelor's degree or higher conferred by an accredited institution of higher education.
2. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for Student interested in teacher certification

1. Completed application for teacher certification.
2. Official transcript from the institution of higher education of origin certifying that a bachelor's degree or higher was conferred.
3. Certificate by the Department of Education presenting identified courses.

Special Students

Students who have a degree from an accredited institution of higher education and wish to take courses not leading to a degree or professional certification.

Requirements for Special Students

1. Have a bachelor's degree or higher conferred by an accredited institution of higher education.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. Official transcript from the institution of higher education of origin certifying that a bachelor's degree or higher was conferred.

Procedures for Special Students

1. Submit an application for Special admission.
2. Submit an official transcript from the institution of higher education of origin with certification of the degree obtained.

Transitory Students

Students who are enrolled in another university or college and wish to take courses not leading to degree can apply as a transitory student.

Requirements for Transitory Students

1. Submit official permit from the institution of higher education the student is currently attending authorizing them to enroll in courses offered by Universidad Ana G. Méndez, Cupey Campus.

Procedures for Transitory Students

1. Submit an application for Transitory admission.
2. Submit official permit from the institution of higher education the student is currently attending authorizing them to enroll in courses offered by Universidad Ana G. Méndez, Cupey Campus.

International Students

International Students that apply as **new students** must submit the following documents:

1. Completed application for admission.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. High school transcript or its recognized equivalent.
4. Official certificate of high school equivalence from the Department of Education of Puerto Rico.
5. College Entrance Examination Board (CEEB) scores, SAT or the test offered by the Placement Center of the Institution (CDU, for its Spanish acronym). This is not required for applicant's ages twenty-five (25) or older.
6. Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
7. Approved Student Visa (F1).
8. Original Certificate of Immunization, if under 21.

International Students that apply as **transfer students** must submit the following documents:

1. Completed application for admission.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. Official transcript from each institution of higher education where s/he has studied or its recognized equivalent.
4. Submit a copy of the catalog of the university last attended.
5. Complete the SEVIS Form for Transfer or Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
6. Approved Student Visa (F1).
7. Original Certificate of Immunization, if under 21.

International Students that apply as **readmitted students** must:

1. Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
2. Comply with the suspension period for SAP or for disciplinary reasons, as applicable.
3. Comply with the required academic index of the institution. (See undergraduate catalog).
4. Completed application for admission.
5. Submit a Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
6. Submit an approved Student Visa (F1).

International Students that apply as **second Baccalaureate or Professional Certificated Students (New Specialty)**, interested in **obtaining prerequisite greater degree or special students** must submit the following documents:

1. Completed application for admission.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. Official transcript with bachelor's degree conferred by an accredited institution of higher education or its recognized equivalent.
4. Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
5. Approved Student Visa (F1).

III. GRADUATE STUDIES ADMISSION REQUIREMENTS

General Admission Requirements

1. Have obtained a bachelor's degree or its recognized equivalent from an accredited institution of higher education with a minimum cumulative GPA required according to the program from which the student graduated.
2. Submission of the following:
 - i. Completed application for admission
 - ii. Proof of compliance Comply with the required academic index of the institution. (See graduate catalog).
 - iii. Official transcript from the institution of higher education from which the student obtained the degree with certification of the degree obtained, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a bachelor's degree.
 - iv. Non-refundable admission fee of \$25.00.
3. Three (3) letters of recommendation (refer to the admission application and see graduate catalog for institution required).
4. Submit the results of the *Prueba de Admisión a Estudios Graduados* (EXADEP) or Graduate Record Examination (GRE) (refer to the admission application and see graduate catalog for institution required).
5. Interview with the Graduate Program Admissions Committee (see graduate catalog for institution required)
6. Comply with all Universidad Ana G. Méndez, Cupey Campus rules and regulations.

Specific requirements for each program

Students should contact the corresponding Academic Division or School where the program is offered for specific pre-requirements that the program may have.

Readmitted Students

An applicant for readmission is a student who has interrupted his/her studies for one semester (summer sessions will not be considered) and wishes to continue his/her studies. The student must meet the academic requirements established by the institution at the time of readmission.

Requirements for readmission

1. Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
2. Comply with the suspension period for SAP or for disciplinary reasons, as applicable.
3. Comply with the required academic index of the institution. (See graduate catalog).

Procedure for readmission

Submission of the following:

1. Completed application for readmission.
2. Non-refundable readmission fee of \$25.00.

Transfer Students

A transfer student is an active or former student of a graduate program at an accredited in graduate programs, post-secondary institution.

Requirements for Transfer

1. Proof of attendance at an accredited recognized institution of higher education.
2. Have transfer credits equal to 6 or more credits earned.
3. Comply with the required academic index of the institution. (See undergraduate catalog).

Procedure for Transfer

1. Submission of the following:
 - i. Completed application for admission.
 - ii. Comply with the required academic index of the institution. (See graduate catalog).

- iii. Official transcript from the institution of higher education have transfer credits equal to 6 or more credits approve obtained the degree with certification of the degree obtained, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a bachelor's degree.
- iv. Non-refundable admission fee of \$25.00.
2. Three (3) letters of recommendation (refer to the admission application and see graduate catalog for institution required).
3. Interview with the Graduate Program Admissions Committee (see graduate catalog for institution required)
4. Comply with all Universidad Ana G. Méndez, Cupey Campus rules and regulations.

Special Students

Students who have a master's degree from an accredited institution of higher education and wish to take courses not leading to a degree, a professional certification, or another master's degree.

Requirements for special students

Have obtained a master's degree from an accredited recognized higher education institution.

Procedure for special students

Submission of the following:

1. Completed application for special student's admission.
2. Official transcript with certification of the degree obtained.
3. Non-refundable admission fee of \$25.00.

Transitory Students

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as a transitory student.

Requirements for transitory students

1. Submit an application for admission.
2. Submit an official permit from the institution of higher education the student is currently attending authorizing them to enroll in courses offered by Universidad Ana G. Méndez, Cupey Campus.
3. Non-refundable admission fee of \$25.00.

International Students that apply as **new students** must submit the following documents:

1. Have obtained a bachelor's degree or its recognized equivalent from an accredited institution of higher education with a minimum cumulative GPA required according to the program.
2. Submission of the following:
 - i. Completed application for admission.
 - ii. Official transcript with bachelor's degree conferred by an accredited institution of higher education or its recognized equivalent.
 - iii. Copy of the catalog of the university last attended, if requested.
 - iv. Submit the results of the *Prueba de Admisión a Estudios Graduados* (EXADEP) or Graduate Record Examination (GRE) (refer to the admission application and see graduate catalog for institution required).
 - v. Three (3) letters of recommendation (refer to the admission application and see graduate catalog for institution required).
 - vi. Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
 - vii. Approved student Visa (F1).
 - viii. Non-refundable application fee of \$25.00.

International Students that apply as **transfer students** must:

1. Completed an application for admission.
2. Comply with the required academic index of the institution. (See undergraduate catalog).
3. Submit an official transcript from each institution of higher education where s/he has studied or its recognized equivalent.
4. Submit a copy of the catalog of the university last attended.
5. Complete the SEVIS Form for Transfer or Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
6. Submit an approved Student Visa (F1).
7. Pay a non-refundable admission fee of \$25.00.

International Students that apply as **readmitted students** must submit the following documents:

1. Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
2. Comply with the suspension period for SAP or for disciplinary reasons, as applicable.
3. Comply with the required academic index of the institution. (See undergraduate catalog).
4. Submit:
 - i. A completed application for admission.
 - ii. A Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
 - iii. An approved Student Visa (F1).

- iv. A non-refundable admission fee of \$25.00.

International Students that apply as **second Baccalaureate or Professional Certificated Students (New Specialty)**, interested in **obtaining prerequisite higher degree or special students** must comply with the required academic index of the institution (see undergraduate catalog) and submit the following documents:

1. Completed application for admission.
2. Official transcript with Master's degree conferred by an accredited institution of higher education or its recognized equivalent.
3. Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
4. Approved Student Visa (F1).
5. Non-refundable admission fee of \$25.00.