

ADMISSION REQUIREMENTS AND PROCEDURES FOR THE MASTER PROGRAMS

- Submit to the Office of Admissions a completed graduate application, prior to deadline dates, accompanied by the appropriate fee
- Official transcripts from all previously attended colleges and universities
- A grade point average of at least 3.0 on a 4.0 scale (3.25 for the Doctor of Psychology Program)
- Three letters of recommendation (preferably from professors)
- Curriculum Vitae
- Statement of Purpose
- Interview with Faculty

GRADE POINT AVERAGE

Applicants will be considered academically eligible for admission if they earned a bachelor degree with a cumulative grade point average (GPA) of 3.0 or above from an accredited institution of higher learning. Completed applications may be reviewed on a case by case basis if the academic credentials of the applicant do not meet the minimum requirement, but his or her cumulative undergraduate GPA was at least 2.50. Enrollment may be recommended at the discretion of the Admissions Committee. In those cases, a GPA of 3.00 must be maintained in the first session in order to retain matriculation status.

OFFICIAL TRANSCRIPTS

Official transcripts from all undergraduate and graduate institutions attended must be submitted to the Office of Admissions. Applicants to a master's level program must have obtained a bachelor degree from an institution accredited by a national or regional accrediting body recognized by the U.S. Department of Education or an institution of higher education located outside the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.

International students must submit an official evaluation of academic credentials by an authorized agency. Please refer to the Catalog section titled International Students for a detailed description of this requirement.

RECOMMENDATION LETTERS, RESUME, AND STATEMENT OF PURPOSE

- Three letters of recommendation, preferably from past professors.
- A current resume/curriculum vitae.
- A Statement of Purpose which provides a clear indication of the applicant's interest in the field, short and long-term career goals, and how the applicant expects Carlos Albizu University to contribute to such goals. The statement should be double-spaced, typed, and one page in length

TRANSFER OF CREDIT POLICY

Six (6) transfer credits may be applied towards the terminal master's degree. Courses which have been completed more than five (5) years prior to the date for which the student applies for admission to the University can only be transferred with the approval of the Program Director. There is no time limit for the transfer of credits from completed degrees at Carlos Albizu University or other accredited institutions. Only courses completed at an accredited institution of higher learning and passed with a grade of "B" or better (3.0 on a 4.0 scale) will be eligible for transfer.

RESIDENCY REQUIREMENTS

Full time residency of at least one year is required of all master's programs students.

INTERNATIONAL APPLICANTS

International applicants must also meet the following requirements:

- Appropriate immigration status.
- Evaluation of foreign credentials by authorized agency, if applicable.
- Have all admission credentials on file at least 90 days prior to the beginning of the session of expected enrollment.

IDENTITY VERIFICATION

Upon admission to the Program, the prospective student must provide the Office of Admissions with one recent 2 x 2 photograph before the end of the first academic session following matriculation. The admission file will not be considered complete until such requisite has been met.

ADMISSION PROCEDURES

After all documentation and credentials have been received by the Office of Admissions, the applicant's file is forwarded to the Program. The file is first reviewed by faculty who determine if an interview should be granted. The decision of the faculty to interview a prospective student does not indicate or imply acceptance. After an interview is granted, the applicant will be evaluated by the faculty to determine if s/he meets criteria for admission. If the applicant is approved for admission, a letter of acceptance is issued by the Office of Admissions. Upon notification of acceptance, the University requires confirmation of acceptance by receipt of a non-refundable deposit towards fees and tuition. Ultimately, Carlos Albizu University reserves the right to reject any applicant.