

ADMISSION REQUIREMENTS AND PROCEDURES FOR UNDERGRADUATE PROGRAMS

1. **ADMISSION APPLICATION** – Applicants must submit to the Office of Admissions a completed application form, prior to deadline dates, accompanied by the appropriate fee. Payment of a non refundable application fee of \$75.00 is required.
2. **GRADE POINT AVERAGE** – **It is required a grade–point average (GPA) of 2.00** (on a 4.0 scale) or higher. This is the general cumulative GPA, not the concentration or graduation GPA.
3. **OFFICIAL TRANSCRIPTS** – Request that official transcripts from **ALL** previous institutions attended be sent directly to the Admissions Office. In those cases where the applicant will receive the degree indicated in the Admission Application more than thirty calendar days after beginning the academic session at UCA, an official DEGREE CERTIFICATION will be accepted as evidence that the degree will be conferred in a future date. Upon degree conferment, the student will have up to thirty (30) working days to comply with this requirement. Failure to comply will result in a hold that prevent any administrative transaction between the student and the Institution. **Failure to report previous college and/or graduate work attended constitutes a falsification of application which will result in the loss of all credits earned and may result in dismissal.**
4. **RECOMMENDATION LETTERS** – Two (2) recommendation letters from a professor, employer or community leader are required. ***It is required to use UCA's official Recommendation Letter form.***
5. **RESULTS OF COLLEGE BOARD OR S.A.T.** – Every applicant must submit evidence of the score obtained in either of these exams.
6. **CERTIFICATE OF GOOD CONDUCT** – An updated Certificate of Good Conduct from the jurisdiction(s) where the applicant was a resident during the past five (5) years.
7. **HEALTH CERTIFICATE** – Submit an original Health Certificate (No more than one year old)
8. **HEPATITIS –B VACCINE** – Submit evidence of vaccination for hepatitis–B.
9. **COPY OF THE PVAC–3** – Copy of the PVAC–3 (Vaccination Certificate of the Department of Health) – Only for applicants 21 years old or less at the moment of admission.
10. **INTERNATIONAL APPLICANTS** – International applicants must submit an official evaluation of their academic credentials by an authorized agency. Please contact the Admissions Office for a list of authorized agencies that evaluate and interpret the U.S. equivalency of international student transcripts. All documents must be submitted in English.
11. **ADDITIONAL REQUISITES SPECIFIC OF EACH ACADEMIC PROGRAM** – Every applicant must comply with the admission requisites that are specific of the program of interest.
12. **MINIMUM PRE–TRANSFER ACADEMIC WORK** – At least 36 credits earned from an accredited college or university. Education and training must have been received in an Institution of higher education, which at the time of the training was accredited by a regional accrediting body recognized by the Council on Postsecondary Accreditation.

The Institution reserves the right to admit students who do not comply with the minimum admission requisites. In this regard, every person interested in any of UCA's academic offerings is encouraged to apply for admission, and submit all the required documentation, even though he/she thinks that does not comply with the minimum admission requirements. **The Institution may consider candidates who do not comply with the minimum requisites every time the list of candidates who comply with all the requisites is exhausted and there are still positions available in the program of interest.** Every application completed will be included in a waiting list and will be evaluated in order (major to minor) according to the Institutional Admission Score obtained during the evaluation process.

Students must provide official transcripts or foreign credential evaluation from all colleges attended before the end of their first term at the San Juan Campus. The transfer courses must have been taken at an institution which is fully accredited by a regional or national accrediting body. They must also be recognized by the United States Department of Education or an institution of higher education located outside the United States, which 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.

An important goal is to identify those potential candidates, whose academic profiles may not necessarily be impressive but who exhibit, through extracurricular experiences, a strong determination to do undergraduate studies.

CANDIDATES' EVALUATION PROCEDURES

1. Candidates will submit all the required documentation according to the level and program of interest and any other additional document requested by the program.
2. The **Evaluation Committee** will evaluate all applications and assign a final score based on all the criteria and weights established for the level and program (**Institutional Admission Index**). The evaluation will be realized according to the following weights assigned to each criterion:
 - a. Grade Point Average..... 60%
 - b. College Board or SAT score 10%
 - c. Recommendation Letters..... 20%
 - d. Additional requisites 10%
3. Due to restrictions in terms of the number of positions opened each year, only those candidates with the best scores (highest Institutional Admission Indexes) will be accepted.
4. Every candidate will receive a notification letter with the decision of the Evaluation Committee.
5. Those candidates who disagree with the decision of the Evaluation Committee may submit an appeal in writing.