



Admission Policy

ADMISSION REQUIREMENTS FOR CERTIFICATE PROGRAMS

General Admission

The following are the general admission requirements:

- Have obtained a high school diploma or its recognized equivalent.
- Submit official transcript of credits of the school he/she attended, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
- Certificate of Immunization, if under 21 years.
- Non-refundable application fee of \$15.00.

Minimum Cumulative Grade Point Average Requirements

A cumulative high school grade point average of 2.00 or less is required for entry into Certificate programs.

Admissions Procedures

- Submit an application for admission.
- Submit an official high school transcript or its recognized equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results, if under 23 years.
- Applicants for the Nursing or other related health programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be interviewed by representatives of the School.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.

Readmitted Students

An applicant for readmission is a student who has interrupted his or her studies for one academic term and wishes to continue his or her studies. The student must meet the academic requirements established by the Institution at the time of readmission.



Requirements for Readmission

- The applicant must meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
- The applicant must have complied with SAP requirements, as applicable.
- The applicant must have complied with the conditions established by the Institution for disciplinary reasons, as applicable.
- The applicant must have complied with the conditions established by the Institution for disciplinary reasons, as applicable.
- The applicant must comply with all Universidad del Este's rules and regulations.

Procedure for readmissions

- Submit an application for readmission.
- Enclose a non-refundable \$15.00 readmission fee.

Transfer Students

A transfer student from an accredited, post-secondary institution.

Requirements for Transfer

- Have transfer credits equal to 12 or more credits.
- Meet the cumulative grade point average according to the academic program requirement of our Institution.
- A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
- Comply with the admission requirements for transfer as established by his/her program of choice.
- Compliance with all Universidad del Este by-laws, rules and regulations.
- Veteran students should submit transcripts from previous trainings taken. No veteran student will be certified until this requirement has been met.

Procedures for Transfer

- Submit an application for transfer.
- Enclose a non-refundable transfer fee of \$15.00.
- Submit an official transcript from the institution the student is transferring from.
- The applicant may be required to submit a copy of the catalog of the institution where the student attended, if the applicant studied outside of Puerto Rico.

Special Students

Students with an academic degree who wish to take courses to fulfill a professional requirement or complete another major may apply as a Special Student.



Transitory Students

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

Requirements for Special and Transitory Student

- Fill out a Special Student application form.
- Enclose a non-refundable application fee of \$15.00.
- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.
- The applicant may be required to attend an interview with representatives of the School.

International Students

Requirements

- The international student applying for admission, readmission or transfer must meet with the requirements of the program.
- The international student must complete Form I-20 and meet with the Designated School Official (DSO) of the Institution.
- Present a sworn statement certifying financial capability to disburse for his studies.
- The admission of international students is subject to immigration laws.

Procedure

International students applying for admission must meet the requirements set forth by the Institution in the general admissions.

ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROGRAMS

General Admission

The following are the general admission requirements:

- Have obtained a high school diploma or its recognized equivalent.
- Submit official transcript of credits of the school he/she attended, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
- Applicants should submit College Entrance Examination Board (CEEB) scores. This is not required for applicant's ages twenty-five (25) or older.
- Certificate of Immunization, if under 21 years.
- Non-refundable application fee of \$15.00.



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.

Admissions Procedures

- Submit an application for admission.
- Submit an official high school transcript or its recognized equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results if applicant is under 25 years.
- Applicants for the Health Sciences, Hospitality or Culinary Arts Programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be interviewed by representatives of the School.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.

Readmitted Students

An applicant for readmission is a student who has interrupted his or her studies for one academic term and wishes to continue his or her studies. The student must meet the academic requirements established by the Institution at the time of readmission. The student will be readmitted to a new program sequence if the previous program is closed for new admittances or in teach-out status.

Requirements for Readmission

- The applicant must meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
- The applicant must have complied with SAP requirements, as applicable.
- The applicant must have complied with the conditions established by the Institution for disciplinary reasons, as applicable.
- The applicant must comply with all Universidad del Este's rules and regulations.

Procedure for readmissions

- Submit an application for readmission.
- Enclose a non-refundable \$15.00 readmission fee.



Transfer Students

- **Transfer Student Policy for Undergraduate programs:** Transfer students are considered for admission if they have followed a course of study in a post-secondary institution or university that is accredited, and the course content is comparable to that offered at Universidad del Este or appropriate for the degree program.

Students may be admitted if they fulfill the following requirements:

1. Must have passing grades in at least six (6) credits of the twelve (12) credits attempted from an accredited university. The passing grade must be “C” or above.
2. Meet the cumulative grade point average according to the to the academic program requirement of our Institution.
3. A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
4. Comply with the admission requirements for transfer as established by his/her program of choice.
5. Compliance with all Universidad del Este’s rules and regulations.
6. Veteran students should submit transcripts from previous trainings taken. No veteran student will be certified until this requirement has been met.

Procedures for Transfer

- Submit an application for transfer.
- Enclose a non-refundable transfer fee of \$15.00.
- Submit an official transcript from the institution the student is transferring from.
- The applicant may be required to submit a copy of the catalog of the institution where the student attended, if the applicant studied outside of Puerto Rico.

Special Students

Students with an academic degree who wish to take courses to fulfill a professional requirement or complete another major may apply as a Special Student.

Transitory Students

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

Requirements for Special and Transitory Student

- Fill out a Special Student application form.
- Enclose a non-refundable application fee of \$15.00.



- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.
- The applicant may be required to attend an interview with representatives of the School.

International Students

Requirements

- The international student applying for admission, readmission or transfer must meet with the requirements of the program.
- The international student must complete Form I-20 and meet with the Designated School Official (DSO) of the Institution.
- Present a sworn statement certifying financial capability to disburse for his studies.
- The admission of international students is subject to immigration laws.

Procedure

International students applying for admission must meet the requirements set forth by the Institution in the general admissions.

ADMISSIONS REQUIREMENTS FOR GRADUATE PROGRAMS

General requirements for admission

1. Have a bachelor's degree or its equivalent from an accredited institution of post-secondary education with a minimum cumulative GPA required according to the program. All Master's degree programs require a minimum cumulative undergraduate GPA of 2.75, although students can be admitted with a lower cumulative GPA if the Graduate Committee, taking into consideration other elements of importance, recommends the student for admission.
2. Submit an official transcript reflecting the completion of a bachelor's degree or its recognized equivalent.
3. To be interviewed by the Graduate Committee.
4. Present two (2) letters of recommendation from persons that can offer an opinion about the applicant's possibilities for success in graduate studies.
5. Submit an essay about a particular topic that will be suggested during the interview and that must be approved by the Graduate Committee.
6. Comply with all the required procedures for admission (complete the application, pay the application fee, and meet other administrative requirements specified by the Admissions Office).



Specific requirements for each program

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

Graduate Committee

- a. The Graduate Committee will be composed of various members. Members of this committee may include members of the graduate program advisory committee, graduate faculty and any other person that represents the academic excellence that the Graduate Programs intend to maintain, for example, a visiting professor, an invited academic, an active graduate student, or graduate alumni.
- b. The Graduate Committee will have the final opportunity to consider and determine the majority of the special cases for admission, readmission, and transfer.
- c. The Graduate Committee may be represented by one of its members.

Transfer students from graduate programs at other universities

Requirements

- a. Students from other duly accredited universities may be admitted if they fulfill the following requirements:
 1. Have taken courses at an accredited university and have approved at least six (6) credits from the institution with an academic average of 3.0.
 2. A maximum of nine (9) credits will be accepted in transfer.
 3. Not be on academic or disciplinary probation at the institution from which they are transferring.
 4. Fulfill the admissions requirements of the program to which they are applying.
 5. All transfer Admissions Applications will be subject to evaluation by the Graduate Committee.
 6. Satisfactorily participate in an interview with the Graduate Committee.
 7. Submit two (2) official transcripts with the Admissions Application. Those students that studied out of Puerto Rico must submit a catalog of the university from which they are transferring.



- b. Transfer credit will be considered attempted credits and will not be considered for the minimum cumulative GPA.

Residency Requirements

- a. Each student that transfers to the Graduate Program must observe the following rules to establish residency and be eligible for graduation.
 - 1. Approve at least twenty-four (24) credits at the Institution.

Special Students

Requirements for transitory students and auditors

Special students are persons authorized by the Dean of the School or the Graduate Program Coordinator to take a course or courses with the purpose of improving themselves professionally without intending to obtain an academic degree.

All special students must:

- a. File a permit from the institution they are enrolled in allowing them to take courses at the Institution for a period of no longer than two (2) academic semesters.
- b. Apply for admission within the time allotted by the Office of Admissions.

The Institution admits students as auditors. Persons admitted as such may, once they have completed their registration, attend the regular courses at the Institution, but will not receive credit or grades for them.

The cost to audit a course will be \$225.

Registration Authorization

- a. A student who receives authorization or a recommendation to enroll for one semester may be admitted as a transitory or auditing student from another university, educational institution or public service agency. The registration authorization granted to a transitory or auditing student is not a formal admission to the Institution and expires at the end of the semester for which it was given.
- b. Transitory or auditing students that wish to change their status to that of a regular student must meet the admissions requirements in effect when they file their Admission Application
- c. Each applicant will be subject to an interview with the Graduate Committee.



Foreign Students

- a. Requirements for admission, readmission and transfer will apply to foreign students.
- b. Admission for foreign students will be subject to the immigration laws in effect.

Readmission

Once admitted to a program, it is expected that a student will register consecutively each term (except summer) and maintain satisfactory academic progress. Students with satisfactory academic progress that wish to resume their studies after an interruption of one semester or more must apply for readmission and:

- a. Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
- b. Comply with SAP requirements, as applicable.
- c. Comply with the conditions established by the Institution for disciplinary reasons, as applicable.
- d. Fulfill the requirements of the program of study applied to, and all other general admissions requirements that apply.
- e. Comply with all Universidad del Este's rules and regulations.

Each student applying for readmission to the Institution will be subject to the curriculum in effect for the program of study to which he or she is admitted. Each candidate for readmission may be subject to an interview with the Graduate Committee.

Admission validity

- a. Students can only enroll in programs offered at the time of their admission or readmission.
- b. Admission or readmission to the Institution will be valid for the registration period after the date of admission.
- c. Students must fulfill the admission requirements by the dates established in the academic calendar. Applications that are not accompanied by the required documents, or that do not meet the established requirements, will be considered provisional applications. If the documentation is not received within thirty days (30) of the first day of classes, the Institution may invalidate the student's provisional admission and cancel his or her registration.