

Admission Policy

CERTIFICATE STUDIES ADMISSION REQUIREMENTS

- Have obtained a high school diploma or its recognized equivalent.
- Submission of the following:
 - Completed application for admission.
 - Submit **one** of the following as part of the evidence for program-specific requirements:
 - a. Students from the public schools 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.

All candidates must submit **one** of the following documents as evidence of having completed high school or its equivalent:

- Original Certification of graduation
- Official document of an institution or agency recognized by the U.S. Department of Education that.
 - Non-refundable admission fee of \$15.00.

UNDERGRADUATE STUDIES ADMISSION REQUIREMENTS

General Admission Requirements

- Have obtained a high school diploma or its recognized equivalent.
- Submission of the following:
 - Completed application for admission.
 - Submit **one** of the following as part of the evidence for program-specific requirements:
 - a. Students from the public schools 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.

- Non-refundable admission fee of \$15.00.
- Submit a copy of the College Entrance Examination Board (CEEB), SAT or ACT results (if **(Institution)** was not selected to receive results directly) or take the placement test in the areas of Spanish, English and Mathematics provided by the university. Certificate of Immunization, if under 21.
- Health Certificate for applicants for the Health Sciences or Hospitality Programs.
- Comply with all requirements of the selected program.
- Comply with all Universidad Metropolitana's rules and regulations.

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.

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 (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

- Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
- Comply with the suspension period for SAP or for disciplinary reasons, as applicable.

Transfer Students

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

Requirements for transfer

- Proof of attendance at an accredited recognized institution by the higher education.
- Have transfer credits equal to 12 or more credits.

Procedure for transfer

- Submission of the following:
 - Official transcript from the institution the student is transferring from.
 - Recommendation by the Dean of the institution the student is transferring from.

- Copy of the Catalog of the institution the student is transferring from, if requested.

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 a professional certification.

Requirements for special students

- Have obtained a degree from an accredited recognized institution by the higher education.

Procedure for special students

- Submission of the following:
 - Official transcript 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 a degree can apply as a transitory student.

Requirements for transitory students

- Submit official permit from the institution of higher education the student is currently attending authorizing them to enroll in courses offered by Universidad Metropolitana.
- Applicants with a college degree must submit a copy of the degree.

International Students

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

- Official certificate of high school equivalence from the Department of Education of Puerto Rico.
- Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
- Approved Student Visa (F1).

Other requirements for transfer students:

- Submit official transcript from each institution of higher education where s/he has studied or its recognized equivalent. In cases of foreign universities, these transcripts must be certified by the accrediting agency of the country of origin and presented to an approved equivalency agency. An official certification of the agency is required.
- Complete the SEVIS Form for Transfer.
- Submit a copy of the catalog of the university last attended, if requested.

GRADUATE STUDIES ADMISSION REQUIREMENTS

General Admission Requirements

- 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.
- Submission of the following:
 - Completed application for admission.
 - Official transcript from the institution of higher education 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. An official certification of the agency is required.
 - Non-refundable admission fee of \$25.00.
- Three (3) letters of recommendation (refer to the admission application).
- Comply with all requirements of the selected program.
- Comply with all Universidad Metropolitana's rules and regulations.

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.

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

- Meet Satisfactory Academic Progress (SAP) requirements or file a successful appeal.
- Comply with the suspension period for SAP or for disciplinary reasons, as applicable.

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 institution by the higher education.

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

- Submit an official permit from the institution of higher education the student is currently attending authorizing them to enroll in courses offered by Universidad Metropolitana.

International Students

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

- Certificate of Equivalence of the academic credentials.
- EXADEP (PAEG) o GRE scores.
- Form I-134, stating the financial support, provided by the Admissions Office (this only applies to non-residents).
- Approved student Visa (F1).
- Complete the SEVIS Form for Transfer.
- Copy of the catalog of the university last attended, if requested.

Universidad Metropolitana does not exclude from participation, deny benefits or discriminate against any person based on age, race, color, sex, sexual orientation, gender identity, national origin, social condition, political affiliation, political or religious ideas or for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking or for being military, ex-military, serving or having served in the Armed Forces of the United States or for having status as a veteran. This commitment also applies to individuals with a disability or any other category protected by law.
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