

## **Introduction**

Our university's admission process involves meeting a series of requirements designed to ensure that admitted students have the potential to succeed in their studies. Additionally, this process allows us to identify students who may need additional preparation, enabling us to provide the necessary support tailored to their needs. Our goal is to ensure a high-quality, fair, and equitable admission process that selects the most capable candidates and prepares them for a rewarding and successful academic experience.

## **Comprehensive Admissions Process**

Our admission process is holistic, considering both quantitative and qualitative factors. We aim for a diverse student body from various regions, high school environments, and backgrounds. The Admissions Office evaluates all applicants, from within Puerto Rico, out-of-state or from international locations, using the same criteria.

## **Non-Discrimination Policy**

EDP University admits qualified applicants without discrimination based on race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or any other category protected by law. This non-discrimination policy applies to all admission-related decisions, including scholarship selection.

## **Compliance with Privacy Laws**

We fully comply with the Family Education Rights and Privacy Act of 1973 (Buckley Amendment), ensuring the protection of student and parent rights and privacy. For more details, refer to our Policy 004-2018.

## **Equal Educational Opportunities**

Our admissions policy ensures equal educational opportunities for all qualified candidates pursuing a degree in their chosen field of study.

## **Application for Admission**

### **New Freshman Admissions Requirements:**

1. Candidates must have graduated from an accredited high school or have an equivalent qualification, with at least a C average. For the School of Science and Health and the School of Nursing, a minimum GPA of 2.5 is required.
2. Applicants must take either the College Entrance Exam or the placement tests provided by the institution. These scores won't affect admission decisions but will be used to determine placement levels. (This applies to students under 21 years old).

3. If the student is under 21 years of age, an Immunization Certificate is required.
4. Candidates for admission into the Adult Modality or the Associate Degree in Executive Security and Protection must provide evidence of age: the student must be 21 years or older.
5. Candidates for admission into the Nursing program are required to submit an essay.
6. Candidates for admission to the following programs are required to undergo an interview:
  - a. Nursing Program
  - b. Programs of the School of Science and Health
  - c. Bachelor in Criminal Justice with a concentration in Forensic Science
  - d. Associate Degree in Security and Executive Protection
7. The admissions committee may grant provisional admission to some students who lack one or more of the above requirements.

For students enrolled in face-to-face programs, EDP University will base admission decisions solely on an applicant's college-level academic record.

#### **Additional Requirements for Alternate Modalities**

Students admitted to the Adults Modality, Online, or international students must comply with the following requirements:

- Own an electronic address
- Have access to a computer and Internet
- Possess basic Internet navigation skills

#### **Travel Requirements (if applicable):**

- Admission to the program of study
- Assume travel and living expenses
- Permanent residency: This is a crucial requirement for admission into our University for several reasons:
  - 1) It ensures eligibility for federal financial aid, making education more affordable for students. Verifying the legal status of students helps the college comply with federal and state regulations.

#### **Required Documentation for Clinical Education Components**

- Background check
- Hepatitis B and COVID-19 vaccines
- Health insurance
- Drug test
- Immigration status documents (for non-American citizens)
- CPR certification



- Varicella vaccine
- Antibodies
- Compliance with "Ley 300"
- Other credentials as required by the clinical practice center

### **Transfer Student Admission Requirements**

Prospective students from other postsecondary institutions may apply for transfer admission. EDP University will only consider transfer students from accredited institutions of higher education. Definitions of "Transfer Student" can be found in the "Transfer Credit Policy." These students must comply with the following requirements:

1. Provide official transcripts from previously attended institutions.
2. An Immunization Certificate is required for students under 21 years old.
3. Our institution determines the number of transferable credits, accepting courses with a grade of "C" or "P" or higher.
4. Complete a minimum of 30 credits in residence for an Associate Degree or 45 credits for a Bachelor's Degree.
5. Submit a high school transcript or equivalent if no post-secondary degree is complete.
6. Candidates for admission are required to undergo an interview:
  - a. Nursing Program
  - b. Programs of the School of Science and Health
  - c. Bachelor in Criminal Justice with a concentration in Forensic Science
  - d. Associate Degree in Security and Executive Protection
7. The admissions committee may grant provisional admission to some students who lack one or more of the above requirements.

Transferable credit for coursework will be subject to the additional considerations:

- Grade received must be the equivalent of C (2.0) or higher;
- Decisions regarding credit transfer and their application toward degree requirements are made by the Office of the Academic Dean.
- Transfer applicants who have been denied admission more than twice will not be eligible to reapply.
- For admission, all transfer students must undergo a preliminary evaluation using an unofficial transcript. To qualify for a degree, they must complete at least 30 credits in residence for an Associate Degree or 45 credits in residence for a Bachelor's Degree at the institution.

### **International Students**

- Complete the admission process before filling out the I-20 Form.
- Provide degree equivalence issued by a recognized credential evaluation agency.
- Proof of income (from sponsor or personal funds).
- Submit necessary documents (passport, U.S. address, if applicable)
- Comply with health and legal requirements for clinical components.

## **Veteran Admission**

EDP University welcomes applications from military/veterans and their dependents eligible for education benefits offered by the Department of Veterans Affairs, as established on our Veterans Student Policy.

## **Homeschooling**

If you are a Home Education student, better known as Homeschooling, you must provide evidence of having completed studies equivalent to High School, certified by the Puerto Rico Department of Education. If you do not belong to the Puerto Rico Department of Education jurisdiction, you must provide an Affidavit regarding your home studies, accompanied by the course transcript, certified by the person who offered you the instruction. The Admissions Office will provide a copy of the forms required.

## **Contact Information**

For further assistance, contact the Admissions Office at:

Hato Rey Campus	787-765-3560 ext. 2356
San Sebastián Campus	787-896-2252 ext. 3300
Manatí Branch Campus	787-621-3652 ext. 4015
Centro Universitario de Humacao Branch Campus	787-719-2236 ext. 5002
Centro Universitario de Villalba Branch Campus	787-588-0003 ext. 6007
Centro Universitario de Caguas Branch Campus	787-653-4343 ext. 8021

## **Application Periods**

Prospective students may apply for admission at any time during the academic year. Regular academic terms start in August and January; summer sessions are also offered.

## **Spanish Language Proficiency**

Applicants must be proficient in both written and verbal communication in Spanish. As part of the admissions process, non-native Spanish speakers must demonstrate their proficiency in Spanish. This ensures that all students can successfully engage with the academic curriculum, which is delivered in Spanish. The following are the requirements and acceptable methods to prove Spanish proficiency:

- Completion of an intensive Spanish program at an accredited institution with a certificate of completion and a recommendation letter.
- Alternative evidence of Spanish proficiency, such as a high school diploma or college degree from an institution where Spanish is the primary language, or



completion of college-level Spanish composition courses with a grade of C or higher from an accredited institution.

All supporting documents must be submitted to the admissions office before the start of courses, either as hard copies or via email to the enrollment officer assisting you.

### **Appeals Process**

This process provides applicants an opportunity to appeal an unfavorable admission decision if they believe there were errors or extenuating circumstances that were not adequately considered during the initial review.

### **Eligibility for Appeal**

Applicants may file one opportunity of appeal if they meet one or more of the following criteria:

Submit the written appeal no later than 30 calendar days after receiving the admission decision via email or written letter.

- Evidence of errors in the application review process.
- New, significant information that was not available at the time of the initial application.
- Extenuating circumstances that impacted the applicant's academic performance or application materials.

### **Steps to File an Appeal**

#### **Review the Decision Letter:**

- Carefully review the admission decision letter to understand the reasons provided for the denial.

#### **Prepare Supporting Documentation:**

- Gather any relevant documents that support your appeal, such as:
  - Corrected transcripts or test scores.
  - Letters from teachers, counselors, or other professionals who can attest to the extenuating circumstances.
  - Medical or legal documentation, if applicable.

#### **Write an Appeal Letter:**

Draft a formal appeal letter addressed to the Admissions Committee. Include the following:

- Full name and contact information.
- A detailed explanation of why you are appealing the decision.
- A summary of the supporting documentation included.
- Any additional information that might support your case.

**Submit the Appeal:**

- Submit the appeal letter and supporting documentation by the specified deadline. Appeals can typically be submitted via:
  - Hand deliver to the admissions officer providing the service and send via email to the officer providing the service.
  - Postal mail (ensure it is sent well before the 30 days deadline).

**Await a Response:**

The Admissions Committee will review your appeal. This process may take several weeks. You will be notified of the outcome via email or postal mail.

**Important Considerations**

Deadline for Appeals:

Appeals must be submitted within 30 days of the date on the admission decision letter. Late appeals will not be considered.

**Final Decision:**

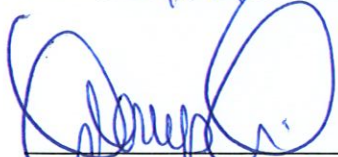
The decision of the Admissions Committee on an appeal is final. No further appeals will be entertained.

**Admission Offer Revocation for Conduct Violations**

EDP University reserves the right to withdraw an offer of admission if a student engages in behavior that violates the standards of conduct expected of all students.

This policy will be effective immediately after being signed.

Date: 6/18/2024



**Ing. Gladys T. Nieves Vázquez**  
President  
EDP University of Puerto Rico, Inc.