



ADMISSION POLICY

The UAA welcomes applications from students who choose to combine intellectual integrity with spiritual goals in their efforts to obtain a profession. The Admission Committee reviews applications for evidence of skills necessary to perform academically, with moral, ethical, and significant qualities of character and personality. Admission is valid for the academic term in which it is granted; however, it can be extended upon the request of the applicant for a term not to exceed one academic session. Admission to the UAA is interpreted to mean admission to a particular program and its required GPA. The Institution encourages applicants interested in benefiting from educational opportunities offered on a campus that is committed to Christian principles, which are promoted by the Seventh-day Adventist Church. The UAA does not discriminate on the basis of religious affiliation, race, age, gender, physical handicap or nationality.

The Director of Admissions and, if necessary, the Admissions Committee and the Committee PAS (Satisfactory Academic Progress), will be examined in the application evidence of the skills needed for their academic performance and significant qualities of character and personality when deciding on each admission. The admission is valid for the academic term in which they are granted; however, it can be extended, at the request of the applicant, for a period of no more than one academic session. Admission to the UAA involves admission to a program of studies, according to the admission requirements specific to that program. The University reserves the right to refuse admission or readmission to any applicant. All applications for admission must be considered complete once the applicant fulfills the requirements. Admissions Office will have 10 working days to send an official determination on the admission. Applicants will be notified by phone, via email or regular mail. A personal interview with the applicant and his/her parents or guardians may be needed.

All submitted documents to establish eligibility for admission become permanent property of the University and cannot be retrieved by the student for any future use. The application form and all pertinent documents expire and will be destroyed following two years of submission, except for international students.

Documents required to start the admission process are:

1. Complete the Admission Application and requirements according student category.
2. An interviewed by the Director of the Department (for students of Theology only).
3. Comply with additional requirements of the program of interest.

Applicants must submit admission or readmission documents by the following dates:

- ❖ Summer → SU (June) - On or before the third week of May
SU2 (July) - On or before the third week of June
- ❖ Fall → FA (August-December) – On or before the second week of July
- ❖ Spring → SP (January-May) – On or before the second week of December

Deadlines are subject to change, according to the current calendar year. Applicants, who cannot comply with the admission dates established by the UAA because of commitments of a military nature, will have the opportunity to submit the required documents following these dates. This process will be subject to an individual evaluation by the Admissions Office.

General Provisions:

- a) Students who present university courses on the transcripts to complete a high school degree are considered First Time Freshman.
- b) Students who present a transcript and have enrolled in courses at a higher education institution under the Early Admission program must provide an official transcript from the institution. In addition, the student must submit a transcript from high School. These students are considered Freshman.
- c) It is not accepted that a student waive college or certificates credits to apply for admission to the UAA, in accordance with the regulations set out by the "Higher Education Program Integrity".
- d) Students who do not submit an official high school or any educational institution transcripts, due to repay debts in these institutions, will not be admitted.
- e) Students who do not meet the GPA required for the academic program of interest, but in the Catalog in effect exits provision for a Conditional Admission, shall be required to sign a Contract of Conditional Admission on the Office of Admissions. The academic advisor assigned will track the academic progress of the student. These students may enroll courses for the next academic period only after the academic assessment corresponding to the end of the period under which he was admitted conditionally.
- f) Admitted students who have not completed admission requirements on or before the week of late registration in the academic period under which they were admitted, may not be separate classes or finish the enrollment process.
- g) Students, who present transcripts or admission documents with different names, or last names, must provide a copy of an update Birth Certificate or Affidavit.
- h) Students, who have changed their civil status and submit transcripts or admission documents with different last names, must provide a copy of the Marriage Certificate, Death Certificate, or copy of the judgment of the court of competent jurisdiction.
- i) Students, who are denied admission or readmission to the UAA, have the right to appeal again to the Admissions Committee through an explanatory letter with date and signature of the applicant. The student will have up to 10 days to appeal to the Admissions Committee. A determination will be send by email or regular mail.

Students Categories

1. First Time Freshman – High School Students

Requirements for admission:

- a. Complete the Application for Admission
- b. Official and original transcripts with a GPA and date of graduation or results of the GED or its equivalency. (Requires a copy of the graduation diploma)
- c. Certification or Diploma of graduation from an accredited high School
- d. Have a minimum grade point average for graduation 2.00-2.50 based on the scale of 4.00 points of the United States (as required by the academic program applied for).
- e. Submit two written recommendations by church leaders. (Only for students of Theology)
- f. Interview by the Director of the Department or Dean of School (Theology).
- g. Certificate of Criminal Background. (Only for students of Nursing, Respiratory Therapy and Theology)
- h. Certificate of Baptism of not less than two years (Only for students of Theology).
- i. Official letter of active membership, issued by the pastor or secretary of the church. (Only for students of Theology).
- j. Pay the Admission fee—certified check or Money Order for \$20.00 payable to Universidad Adventista de las Antillas; PayPal or via credit card in the Dept. Accounting. (Non-refundable)
- k. Complete Lifestyle Form
- l. Complete Permanent Documentation Form

- m. Copy of color ID (Passport or valid driver's license). Do not accept a voter ID card as proof of identity. Those applicants, who do not have the evidence required, must present ID card with photo and signature, issued by any governmental agency. It is used only for identity on file.
- n. Other requirements according to the program

College Credit by Testing Advanced Level – High School Students

New students admitted to the UAA will be able to obtain college credits if they comply with the following requirements:

- ❖ If the student obtained 3 or more points on a scale of 5 points in the PEAU Test (advanced level). For each test 6 college credits will be awarded. These will be HUEN 214 and HUEN 215, according to current catalog.
- ❖ If the student comes from areas under the British government, must have taken the Examination at an Advanced Level G. C. E. (General Certificate of Education”) and obtained a rating of “Approved”.
- ❖ If the High School transcripts evidence classes of History of Puerto Rico will relieve to enroll this course in the UAA.

Placement Tests

Every student must take the English placement test offered by the UAA (LOEP). Those students who have not completed the College Board and SAT exams should make arrangements to take a Spanish and Mathematics Placement tests with the Departments of Humanities and Sciences.

New Student Orientation

First year students must participate in the services offered by the Counseling and Guidance Office. New students are required to attend orientation to receive information on remedial courses, tutoring services available, academic advising, and general information related to the various student service offices.

2. **Students with college experience (“Freshman”)** - Students with college experience must satisfy the following requirements:
 - a. Complete the Application for Admission.
 - b. Have a minimum GPA of 2.00-2.50 points on the scale of 4.00 points of the United States in the university studies already carried out (depending on the program of interest).
 - c. Provide official High School transcript
 - d. Provide official transcripts of each university, college or institute of origin. The transcripts should have an official seal and signature of the official representative of the educational institution. No copies will be accepted student to complete record.
 - e. Provide a Dean of Student Affairs recommendation of the last institution. Only for students that do not have completed a college degree.
 - f. Submit two written recommendations by church leaders. (Only for students of Theology)
 - g. An interviewed by the Director of the Department (for students of Theology only).
 - h. Certificate of Criminal Background (Only for Nursing, Respiratory Therapy and Theology)
 - i. Certificate of Baptism of not less than two years (Only to Theology)

- j. Official letter of membership active, issued by the pastor or secretary of the church. (Only for students of Theology).
- k. Pay the Admission fee—certified check or Money Order for \$20.00 payable to Universidad Adventista de las Antillas, by phone with a credit card or by Pay-Pal. (Non-refundable)
- l. Copy of identification color (Passport or valid driver's license). Do not accept a voter registration card. It is used only for identity on file.
- m. Complete Lifestyle Form
- n. Complete Permanent Documentation Form
- o. Other requirements according to the program acceptance Policy for Students "Freshman"

Acceptance Policy for Freshman Students:

- a. If the student has 11 credits or less approved in the transcripts, will be considered as "Freshman". An official High School and university transcripts are required to evaluate admission.
- b. If the student has credits related to technical courses, must submit transcript(s) of all educational institutions of origin and is considered "Freshman" student. The final GPA will be considered but not for assessment of recognition of credits in the event that the institution is not accredited by the appropriate agencies.
- c. If for any reason a student is unable to submit transcripts related to technical courses as plumbing, electrical, cosmetic, etc., the student must submit an official certification issued by the educational institution, to certify the program finished and the final average. The average will be used exclusively for admission to the program of interest. These students will be considered as "Freshman".

3. Transfer Students - Transfer students must meet the following requirements:

- a. Submit the Application for Admission
- b. Have a minimum GPA of 2.00 to 2.50 points in approved university studies (according to the program of interest).
- c. Provide an official transcript of courses and grades from each university or college attended.
- d. Provide a Dean of Student Affairs recommendation of the last institution. Only for students that do not have completed a college degree.
- e. Submit two written recommendations by church leaders. (Only for students of Theology)
- f. An interviewed by the Director of the Department (for students of Theology only).
- g. Certificate of Criminal Background (Only for Nursing, Respiratory Therapy and Theology)
- h. Certificate of Baptism of not less than two years (Only to Theology)
- i. Official letter of membership active, issued by the pastor or secretary of the church. (Only for students of Theology).
- j. Pay the Admission fee—certified check or Money Order for \$20.00 payable to Universidad Adventista de las Antillas, by phone with a credit card or by Pay-Pal. (Non-refundable)
- k. Copy of identification color (Passport or valid driver's license). Do not accept a voter registration card. It is used only for identity on file.
- l. Complete Lifestyle Form
- m. Complete Permanent Documentation Form
- n. Other requirements according to the program acceptance Policy for "Transfers" Students

Acceptance Policy for transfer students:

If the student has 12 or more credits approved to evaluate possible validation (see section Validation of Credits for Transfers in the Undergraduate Catalog), is required an official transcript of courses and grades from each university or college attended. The GPA of the last institution will be used for admission and will be considered as a transfer student.

4. **International students** - All international student (who is not a citizen or permanent resident of the United States) must complete the following admission requirements according to their status as a student who requires a Visa F1:
 - a. Complete all admission documents required according to your status as an incoming student, or transferred as indicated above.
 - b. Have a minimum GPA of 2.50 points on the scale of 4.00 points of the United States in the university studies already carried out (depending on the program of interest).
 - c. Must submit the original and copies of official transcript and diploma or certificate of title, legalized by the Ministry of Education and the Office of Foreign Affairs of their country.
 - d. If the transcript is in any language other than Spanish or English, it must be translated into one of these languages by a certified translator, certified by a lawyer, and certified by the State Department.
 - e. If you are a student transferred must submit official transcript and recommendation of the Dean of Students of the university of origin. The transcript must reflect a minimum of 12 credits approved with the average required for the program of interest. These students do not qualify under the category of Conditional Admission.
 - f. The international student may not waive the college credits to apply for admission to UAA.
 - g. Color copy of valid passport
 - h. Complete documents required by the Office of Student Affairs for the application of the I-20 and process the student visa (F1 Visa).
 - i. If applying for admission under category C-33, the applicant needs to provide valid identification that certifies category and form I-797, issued by Homeland Security.

International students and under category C-33 will not be eligible to receive federal assistance due to their status. The record of international students is kept on file in the Office of Admissions. If the student do not enroll in the UAA, and request a transcript of credits from original country of origin, the Admissions Office will maintain a copy in the file. To reactivate the admission, the student should complete the file with original transcripts and requirements.

5. **Readmission students** - The student who has discontinued his/her studies for more than one semester must apply for readmission to the Admissions Office. This includes the student who has obtained a degree from any of the programs offered at UAA. If the student has a total withdraw with UAA, must complete the readmission application and the remaining requirements on record, according to their status and the requested program at the time of applying for readmission. The University reserves the right to accept or reject any application. The student applying for readmission must make financial arrangements with the Institution, including the return of overpayments by way of grants and payment of any outstanding debts, if any.

The requirements for readmission are:

- a. Submit the Application for Readmission with the relevant documents. If the student does not study at UAA for more than one semester must complete all admission documents, and those pertaining health services, among others.
- b. Have a minimum GPA of 2.00 to 2.50 points accrued on credits earned at this institution (according to the program of interest.).

- c. Submit official transcripts if you have studied in other educational institutions and the recommendation of the Dean of Students of the last institution.
- d. Pay readmission fee of \$15.00 by check or money order payable to the Universidad Adventista de las Antillas (not refundable). Does not apply to students who complete a program of studies at the undergraduate level in the UAA and apply to continue the Graduate Program in the next academic session.
- e. An interviewed by the Director of the Department and complete other requirements for the program (for students of Theology only)
- f. If the readmitted student has interrupted studies in the UAA for 2 years or more, shall be governed by the provisions of the Catalog, rules and regulations in effect at the time of readmission and to comply with additional requirements in the Admissions Office, other offices or department.
- g. We will evaluate the average obtained in the last institution of origin for admission. However, it will be subject to evaluation under the formula of Satisfactory Academic Progress (PAS) related to use of federal funds and academic record in the UAA.
- h. To apply for readmission, all international students must demonstrate satisfactory academic progress while studied in the UAA, with the minimum GPA required and all approved courses in the program under which he was admitted originally.

Additional requirements after admission

Once the applicant is admitted, must complete the requirements of the office of Financial Aid Office, Medical Services, Student Affairs and housing, if applicable. These requirements must be completed before proceeding with registration.

- ❖ Financial Aid Office – finaid@uaa.edu, Exts. 2200, 2288, 2294 or 2263
 - Complete a Financial Aid Application
 - Copy ID
 - Other requirements

- ❖ Office of Student Affairs – studserv@uaa.edu, Exts. 2213 and 2271
 - International Student
 - Information of I-20
 - Fee I-20

 - Resident Student
 - Application for Housing
 - Certificate of Criminal Record
 - Deposit for Housing

- ❖ Records Office – registrar@uaa.edu; Exts. 2222, 2206 or 2299
 - Description of university courses (transferred)

- ❖ Office of Medical Services – medserv@uaa.edu; Exts. 2810 and 2322
 - Record of immunizations (under age 21)
 - Doctor Certification

Admission Categories

1. Regular Admission

Any applicant who complete all the requirements for admission before the registration in UAA.

2. Provisional Admission

An applicant may be granted provisional admission under two circumstances:

- a. Partial documents or requirements - In the event that a student cannot submit the original or official document, provisional admission may be considered with partial copies of the required documents. The applicant will have 30 days to submit the corresponding documents. If the required documents are not submitted during this time period, the applicant will not continue the registration process
- b. Early Admission - Students under the category of Early Admission who have not completed the degree of high School will be admitted under the category of provisional admission. (See category # 4)

3. Conditional Admission – GPA

Student who does not meet the GPA required to be admitted to a program of studies in particular, must submit a letter to the Admissions Committee for evaluation. The student should refer to the Undergraduate Catalog to identify the programs that have this alternative. In addition, an interview with an academic advisor assigned and Director or Assistant of Admissions Office is required. The advisor will send its written recommendation to the Admissions Committee. If the student is accepted, a Conditional Admission Agreement for one academic year will be required to sign. These students may not change the program in a year, subject to evaluation of satisfactory academic progress, or separate classes of the next academic session until this requirement is met. If the student do not comply with the signed document, may be suspended from the program or will not be able to study at UAA. The academic advisor and counselor will be responsible for evaluating the academic progress of these students.

In the case of readmissions, will be evaluated through the Committee PAS (Satisfactory Academic Progress) and the Committee on Admissions, respectively. If accepted, will be admitted with a Conditional Admission for an academic session, with the conditions in the Conditional Admission Agreement and demonstrate satisfactory academic progress at the end of the academic session.

4. Early Admission

This program is designed for gifted High School students whose abilities prove that they are academically and socially motivated to study at the university level. Students in this category are admitted tentatively, subject to successful completion of High School requirements for a diploma and are classified as "Special Early Admission Student." These students are not eligible for federal aid. They must complete the program application, including their commitment to the rules and regulations as stipulated in the Lifestyle Form.

The minimum requirements for Early Admission are:

- a. Complete the Application for Admission
- b. A high school GPA of 3.50 or an average of 1.350 in the College Board tests.
- c. The written recommendations of the Director and Counselor of the High School where he/she studies (stating about the student's maturity and ability to perform tasks required of a student at post-secondary level).

The privilege of being in the Early Admission Program is lost when the student cannot maintain a minimum GPA of 2.50 each semester at UAA (some departments or concentrations may require a higher average) and an average of 3.00 in High School. Upon graduation from High School he/she must submit the Application for Admission to the UAA and successfully meet the current requirements for admission. Approved courses in the Early Admission Program will appear in the student's permanent record. These students may register for up to six credits per academic session including summer. Classes may be taught in specified Adventist academies or UAA.

5. Non traditional student Admission

A nontraditional student is one who does not wish to obtain a degree from our Institution, but will take courses of personal interest. This applicant must qualify as a college student through evidence of previous college studies or High School diploma. The following categories will be considered as non-traditional students:

- a. Students of other higher education institutions that have permission to take courses at the UAA to satisfy requirements of their institution.
- b. People who are not interested in obtaining an academic degree, but for personal or professional development.
- c. The teachers, whether of public or private schools, who wish to complete requirements for accreditation by the Department of Education of PR. These students needs to submit certification of the institution, indicating the courses that are required for accreditation
- d. Student As a Listener - The person who applies to be admitted as a listener, must qualify as a university student. This student will take courses without academic credit and will not receive any grades. Must complete the Application for Admission and submit the required documents under the category of special student.

The special student must complete the following documents:

- ❖ Application for Admission
- ❖ Admission Fee (\$20)
- ❖ Copy of ID in color (Passport or valid driver's license). It is used only for identity on file.
- ❖ Lifestyle Document
- ❖ Official Transcript of the last university
- ❖ Authorization of studies (students from other institutions)
- ❖ Certification of the institution (teachers)

The special student will not be entitled to receive the assistance of federal funds because of their status. If the student decides to continue his studies with a view to obtaining a college degree under a particular program, must comply with all the requirements for regular admission to the UAA.

6. Admission of Students from "Home Schooling"

Under the philosophy of Adventist education, and taking into consideration the state regulations of Puerto Rico, "Homeschooled" students will be admitted who complete the following requirements:

- a. Complete requirement of admissions, according program of interest and student status.
- b. Evidence of the completion of program of studies equivalent to graduation from high School in Puerto Rico. The equivalency must be certified by the Department of Education of Puerto Rico.
- c. In case of not presenting a certification from the Department of Education of Puerto Rico, the parent or guardian of a student shall provide:
 - i. Affidavit of the parents or guardians to serve as Certification of a Student Educated in the Home; or Certification of a Student Educated in the Home issued by any

- recognized educational institution (high school). Both documents must provide courses and grades obtained as evidence of high school completed.
- ii. Evidence of the official results of the University entrance exams of the College Board, ACT, or SAT 1 and 2.

If necessary, the Admissions Office may require an interview with the student and his/her parent or guardian.

7. Admission to the Graduate Program

The requirements and procedures for applying for admission to the Master's programs will be made through the Office of Admissions at UAA. Applicants must also meet the requirements of individual schools as required in the Graduate Catalog.

Student Responsibility

It is the duty of the student to fulfill the requirements of their Academic Catalog, the Student Handbook and those regulations published by the academic departments, as well as compliance with the dates, and signage posted on the Academic Calendar and Activities. In addition, it is the responsibility of the student to provide a description of college courses and tracking your assessment of the recognition of credits exclusively through the Office of Records.

Academic Guidance

The University provides academic advisory services to all students. Once a student's major is determined, the assigned Academic Advisor will guide him/her through the process of developing his/her full course load. Each student is responsible for visiting the academic advisor to plan his/her curriculum a minimum of twice during the semester. Generally the advisor will follow student's progress; however the primary responsibility for the overall planning of the curriculum rests with the student.

Amendments

The provisions of these policies and rules may be amended from time to time by the Board of Trustees, on the recommendation of the Vice-president of Planning and Development and the Director of the Office of Admissions of the UAA. In addition, they can be amended in order to comply with new changes in federal law.

Submission of Application

Every candidate who enrolls to Antillean Adventist University at the undergraduate level must submit a properly completed Application for Admission. The application can be obtained at our offices, online at the official website (www.uaa.edu), or by writing to:

Universidad Adventista de las Antillas
Office of Admissions
PO BOX 118
Mayagüez, PR 00681-0118