Application for Admission

Miami Campus
8180 N.W. 36th St., Suite 401
Miami, FL 33166
Phone: 305-418-8000
Fax: 305-418-4325
www.pupr.edu/miami
Admission and Application Procedures
for
Polytechnic University of Puerto Rico

Please read the following information carefully. The application process is the first step in the admissions process. It is important for applicants to complete the enclosed application and submit all documents. Incomplete application will not be considered by the Admissions Committee.

1. **Application Fee** – A nonrefundable fee of $30.00 for undergraduate programs / $50.00 for graduate programs must accompany this application. For International students, a nonrefundable fee of $150.00. Please make checks payable to Polytechnic University of Puerto Rico.

2. **Application Deadline** – Applications will be reviewed when completed. Polytechnic University of P.R. accepts students on a continuous basis throughout the academic year. Early applications are welcomed.

3. **Transcripts** – The applicant must arrange to have an official transcript from ALL undergraduate and graduate (when applicable) schools attended sent directly to Polytechnic University Miami Campus of Admissions, 8180 NW 36th St., Suite 401, Miami, FL 33166. It is important to request transcripts early in the admissions process to ensure a timely response by the institution. Original official transcripts are required for admissions. Transcripts received from non-U.S. institutions must be translated and evaluated by a recognized agency. This is the responsibility of the applicant. Applicants needing additional information pertaining to international translation/evaluation agencies should contact the respective Admissions Office.

4. **Proof of Legal Status** – Each applicant must provide proof of legal status (U.S. Birth Certificate, Valid U.S. Passport, Permanent Resident Card, Visa, etc.).

5. **Interview** – Based upon the application and recommendations, applicants may be scheduled for an interview with a Faculty member and/or Program Director.

6. **Notification** – Each applicant will be advised in writing of the decision regarding the status of his/her acceptance to the University.

Send Application And All Supplementary Documents To:

**Miami Campus**
Polytechnic University of Puerto Rico
Office of Admissions
8180 NW 36th St., Suite 401
Miami, FL 33166

**REFUND POLICIES**
The Finance Office is responsible for complying with the refund policies established by the Institution. These policies take into consideration institutional and current federal regulations. The procedure to apply for a refund must be submitted in writing and in accordance with the academic calendar. All refunds will be made within 30 days of withdrawal or cancellation. The policies will be applied as follows:

**First Session**
- Before classes start: 100%
- During the first week of classes: 100%
- After the first week of classes*: 0.00%

Total withdrawal for student registered for second section of the term will be reimbursed as follows:

**Second Session**
- Before classes start: 100%
- During the first week of classes: 100%
- After the first week of classes*: 0.00%

Census date calculated on the last day of week 1**

*General Fees are non-refundable (Registration and Technology Fee).
**Census date is the cutoff date for aid calculation.

Polytechnic University shall not discriminate against any person on the basis of race, creed, religion, color, national or ethnic origin, sex, age or physical disability. This nondiscrimination includes policies and procedures related to membership on the Board of Trustees, the educational program, employment and personnel practices, admissions, scholarships/loans/grant programs, and participation in any student activities.
Application for Admission

POLYTECHNIC UNIVERSITY
OF PUERTO RICO

MIAMI CAMPUS

GENERAL INFORMATION: (Please print or type)

Name: ___________________________  ___________________________  ___________________________
(First)  (Middle)  (Last)  (Maiden, if applicable)

Address: ___________________________  ___________________________  ___________________________
(Number)  (Street)  (City)  (State)  (Zip Code)

Home Phone: ___________________________  Work Phone: ___________________________
Cell or Other Phone: ___________________________

Social Security #: ___________________________  E-mail Address: ___________________________

Birth Date: ___________________________  Birth Place: ___________________________

Citizenship:  U. S. Citizen  U. S. Permanent Resident  Other Citizenship

Country of Origin: ___________________________  Visa Type: ___________________________

Veteran:  Yes  No  If Yes, are you eligible for V.A. Educational benefits:  Yes  No

The information that you provide below is optional and will only be used for statistical purposes:

Gender  Male  Female

Ethnic Background:

African-American/Black  American Indian/Alaskan Native  Asian/Pacific Islander

Hispanic/Latino  White/Caucasian  Other (Specify)  ___________________________

First language, if other than English: ___________________________

ANTICIPATED ENROLLMENT:  Fall 20  Winter 20  Spring 20  Summer 20

STUDENT CATEGORY:  Regular  International Student  Non-Degree Seeking  Audit Student

Intended Field of Study:

Undergraduate

____ Bachelor of Business Administration
      Accounting
      General Mgmt.
      Mgmt. of Information Systems
      Marketing

____ Bachelor of Arts in Computer Science
____ Bachelor of Science in Computer Science
____ Bachelor of Science in Organizational Mgmt.

Graduate

____ Master of Business Administration
      Accounting
      Finance
      General Business
      Healthcare Mgmt.
      Human Resources Mgmt.

____ Master of Engineering Management
      Environmental Mgmt.
      Manufacturing Mgmt.

____ Logistic/SCM
____ Mgmt. of Int'l Enterprises
____ Marketing Mgmt.
____ Mgmt. of Technology
____ Project Mgmt.

FINANCIAL ASSISTANCE:  Will you be seeking financial assistance via student loan/grants/scholarships?  Yes  No
EDUCATIONAL BACKGROUND:

List in reverse chronological order (most recent first) all colleges and professional schools attended. It is the responsibility of the applicant to request that an official transcript from each school be sent directly to the Office of Admissions. Specify any other name which may appear on transcripts. Use separate sheets if needed.

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CERTIFICATION OF APPLICATION:

I hereby apply for admission to Polytechnic University of Puerto Rico. I certify that the information given in this application is complete and accurate. I realize that my application cannot be reviewed until all information/documentation has been received by the University. All documentation submitted as part of the application/admissions process will become property of Polytechnic University of Puerto Rico. If accepted, I agree to comply with the regulations of the University.

______________________________  ________________
Signature                      Date

For Admissions Office Use Only:

High School GPA __________   Transfer GPA ________   GED Score _______

_______ Accepted  _________ Denied  _________ Admitted as a Transfer Student with High School GPA

Comments: __________________________________________________________

____________________________________________________________________

Admission Officer’s Signature  _______________________________  Date