



International Student Information- Change of Status

	Apply for a Change of Status	APPLY ONLINE
___ 1.	Two original US notarized letters of sponsorship (you can be your own sponsor, or another person that will help you pay your tuition and living expenses). See sample letters at the end of this document	
___ 2.	Two original letters from the sponsor's bank showing the financial ability to support tuition and living expenses (please refer to the "Tuition and Fees" Excel document for the exact amount necessary per program) and your most recent three bank statements.	
___ 3.	Copies of your previous I-20 (if applicable)	
___ 4.	Copy of I-94 (only if in US, front and back)	
___ 5.	Copy of passport	
___ 6.	To change your nonimmigrant status, you must file an application to Extend/Change Nonimmigrant Status Form (Form I-539) and pay the fee. In addition, you must also file Form I-901 and pay the fee at the following website: www.ice.gov	
___ 7.	Submit proof of health insurance prior to registration by completing the <u>International Student Health Insurance Compliance Form</u> .	
Please Mail Items To:		
	Carlos Albizu University Admissions Department	

IF YOU ARE APPLYING TO CARLOS ALBIZU UNIVERSITY, SAN JUAN CAMPUS, MAIL DOCUMENTS TO:

Mr. Carlos Rodriguez
 Director of Admissions
 151 Tanca Street, corner to San Francisco Street
 P.O. Box 9023711,
 San Juan, Puerto Rico, 00902-3711.

IF YOU ARE APPLYING TO CARLOS ALBIZU UNIVERSITY, MIAMI CAMPUS, MAIL DOCUMENTS TO:

Ms. Elsa Monteverde
 Admissions Officer
 2173 NW 99 Avenue
 Miami, FL 33172-2209

Applying for a Change of Status

Special Instructions for prospective students that wish to change their non-immigration status to a student visa (F1)

The regulations, at 8 CFR 214.2(b)(7), specifically prohibit study in the United States while in B-1 or B-2 status, and some other visas. Please, check www.ice.gov or ask your admissions officer for advice.

There are some type of visa that allow nonimmigrant's to study in US. Most of international students must apply for a F1 visa in order to initiate their studies in US. For example, enrolling in classes while in B-1/B-2 status will result in a status violation. Individuals in B-1 or B-2 status, who have violated their nonimmigrant status by enrolling in classes, are not eligible to extend their B status or change to F-1 or M-1 status. These regulations provide no exceptions.

How can I obtain F-1 status?

To request a change to F-1 status or to apply for reinstatement as an F-1 student, you must submit your original Form I-94, as well as the original Form of each person included in the application.

Your application must include your original Form I-20. Certificate of Eligibility for Non-immigrant Student, issued by the school where you will study. To request either a change or reinstatement, you must submit documentation that demonstrates your ability to pay for your studies, and support yourself while you are in the United States. In order to process your I-20 you will need to follow all the steps as a new applicant. You will need to apply and be accepted in one of CAU's academic program, and submit all the following documents:

- a. Two original US notarized letter of sponsorship (you can be your own sponsor, or another person that will help you pay your tuition and living expenses)**
- b. Two official sponsor's bank letters (please refer to the "Tuition and Fees" Excel document for the exact amount per program)**
- c. Copies of your previous I-20 (if applicable)**
- d. Copy of passport**

- e. **Copy of I-94 (Departure Record) (only if in US, front/back)**
- f. **Prove of Health Insurance prior registration.**

To change your nonimmigrant status to F-1, you must file an Application to Extend/Change Nonimmigrant Status (**Form I-539**), and include the required fee and documents listed in the filing instructions. You can find the forms, and complete information at: www.ice.gov

Please Note:

- If you enroll in classes before USCIS approves your Form I-539, you will be ineligible to change your nonimmigrant status from B to F or M.
- If you are applying to extend your B-1/B-2 stay and you have already enrolled in classes, USCIS cannot approve your B-1/B-2 extension because of the status violation.

SEVIS I-901 Important information

You will need to fill in a Form I-901 with information from your Form I-20 or DS-2019 and pay the required fee. For most people, the SEVIS I-901 fee is \$200. See the [Fee Amount Chart](#) for more detailed fee information at www.ice.gov I-901 . You have the option of paying an additional \$35 to have your receipt sent by expedited delivery (courier service) rather than by mail.

You can fill in the Form I-901 online at www.fmjfee.com or send a [paper version](#) to:

By Mail:

-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020
United States

By Courier (to expedite delivery to SEVP)

I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
United States

Phone Number: 1-314-425-1809 (United States Country Code 011)

Payment Options

You can pay your fee by credit or debit card if you are submitting your form online. If you pay by credit or debit card, you should print out a receipt if you need one immediately and cannot wait to receive a receipt through the mail. See the section on credit and debit cards for more information about the cards SEVP will accept.

You can pay by international money order or check drawn on a financial institution in the United States and payable in United States currency. (See the section on payment by check or money order for more information.)

Checks are accepted subject to collection. If the bank on which it is drawn does not honor the check, you will be charged a \$35 fee.

You will get a paper receipt in the mail for all payments. You can also print a paper receipt immediately if you file online and pay with a credit or debit card.

- If you fill in the Form I-901 online and choose the option to pay by check or money order, you will be able to print a payment coupon. There is a control number on the top of the coupon. Write the control number, your name and your SEVIS ID number on your check or money order and attach the coupon.
- If you use a paper Form I-901, write your SEVIS ID number and name on your check or money order and attach the form before sending it in.

NOTE: Do I need to pay the SEVIS I-901 fee if I need a new visa to return to the United States to continue my studies or participate in an exchange visitor program?

No. When you are applying for a new visa to return the United States, you do not have to pay the fee if you are reentering to continue a program of study and:

- You maintained your status
- You have not completed your program unless you are an F student transferring to another school or program within five months of leaving the United States
- You have not been out of the United States for more than five months except to participate in a study abroad program approved by your school

FORMS





I-20 Information form :

Please, complete and submit this form to the admissions officer.

Last Name:		First Name:	
CAU ID # (Student Number:)			
Visa Type:	F1	F2	DOB: month/day/year
Gender <input type="radio"/> Male		<input type="radio"/> Female	
Email address:		Telephone:	

PURPOSE

<input type="radio"/> INITIAL ATTENDANCE	<input type="radio"/> CHANGE OF STATUS	TRANSFER IN
Country of Birth:	Country of Citizenship:	

EDUCATION ENTRANCE LEVEL

Level: ESOL	BACHELOR	MASTER	PsyD.
Major:			
TRANSFER INFORMATION (Required if transferring from another educational institution in the United States)			
School Transferring From:			
<input type="radio"/> Transfer Clearance Form (Required if transferring from another educational institution in the United States)			

FOREIGN ADDRESS ~ REQUIRED

(Address in Home Country and EMERGENCY CONTACT)

Student's Foreign Address:

City:

Providence/Territory:

Postal Code:

Country:

Foreign EMERGENCY Contact:

Contact Telephone:

LOCAL ADDRESS (Required)

Student's Local Street Address:

City:

State:

Zip Code:

Phone Number:

Local Emergency Contact:

Name:

Phone Number:

DEPENDENT INFORMATION

I. Last Name:		First Name:	
Relationship:			
<input type="radio"/> Spouse		<input type="radio"/> Child	
Citizenship:		Birth Country:	Date of Birth:
I-94	All Previous I-20's		VISA
Foreign Street Address:			
City		State:	
Zip Code:		Phone Number:	
Last Name		First Name	
Relationship:			
<input type="checkbox"/> Spouse		<input type="checkbox"/> Child	

DEPENDENT INFORMATION

I. Last Name:		First Name:	
Relationship:			
<input type="radio"/> Spouse		<input type="radio"/> Child	
Citizenship:		Birth Country:	Date of Birth:
I-94	All Previous I-20's		VISA
Foreign Street Address:			
City		State:	
Zip Code:		Phone Number:	
Last Name		First Name	
Relationship:			
<input type="checkbox"/> Spouse	<input type="checkbox"/> Child		

FINANCIAL AFFIDAVIT : Please, look at the sample letters attached to this brochure, this form is to be sent directly to the Admission Officer at CAU.

An international applicant accepted for admission to Carlos Albizu University (CAU) who will require a Certificate of Eligibility for a student visa (F-1) must submit this Financial Affidavit and official bank documentation from a cash account in English, indicating sufficient funds in U.S. dollars available for one year of study. The affidavit and all bank documents must be issued and dated no more than three months prior to enrollment at Carlos Albizu University Applicants are advised to obtain two sets of original bank documentation. Affidavit(s) of Support section of this form must also be submitted and the sponsor(s) must provide the required bank documentation. If room and board is being provided by a sponsor, the cash value of the room and board must be certified as available in the affidavit. The following is an example of the Sponsor letter that must be notarized. (Make two of them per sponsor) Please, see the tuition and fees attached to this form to find the exact amount of money that the you or the sponsor needs to prove.

Carlos Albizu University Financial Applicant Information

I, _____, certify that I have _____ U.S. dollars
(student's name)

available to me for the following estimate of expenses for my education at Carlos Albizu University. I have indicated the source of my financial support below and have attached original bank documentation in English and U.S. dollars. If I have been awarded any grants or scholarships, I understand that it is my responsibility to request a copy of the award notice from the Office of Financial Aid to be sent to the admissions officer. The information I have provided on this affidavit is correct and complete. I know that giving false information on this affidavit or in supporting documentation may result in the cancellation of my admission to Carlos Albizu University. I also understand that the each term's tuition and general institution fee is due at the time of registration for each term, that the insurance cost is an annual fee, and that costs may rise in succeeding terms. Lastly, I certify that funds are available for the subsequent years of my program of study.

Signature

Date (dd/mm/yy)

Print Name

Print Address

- **USE THIS LETTER IS YOU ARE GOING TO BE YOUR OWN SPONSOR**

Financial Sponsorship Information

I certify that I am willing and able to sponsor _____

(Student's name)

with the minimum amount of _____ U.S.dollars for her/his tuition and living expenses while attending Carlos Albizu University. I have attached original bank documentation in U.S. dollars dated and signed by a bank official issued no more than six months before the student's enrollment at Carlos Albizu University, indicating savings or checking account funds sufficient to sponsor the student.

Signature

Relationship to Student

Date (dd/mm/yy)

Sponsor's Country of Citizenship

Print Name

Print Address

Telephone Number

E-mail

***Each sponsor must complete an affidavit of support (see next page) and submit official bank documentation verifying availability of funds.**

TUITIONS AND FEES FOR CARLOS ALBIZU MIAMI FLORIDA

	Number of Credits	Cost Per Credit	Global Fees		Total	
B A C H E L O R	36	\$314.00	\$248.00			
		\$11,304.00	\$744.00		\$12,048.00	
			SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00		\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00		\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00		\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00		\$25,800.00
	1 Session			\$17,200.00		
	(Cost Per 2 Sessions)					
				Grand Total	\$37,848.00	

*Medical Insurance \$1038

	Number of Credits	Cost Per Credit	Global Fees		Total	
B B A	36	\$397.00	\$248.00			
		\$14,292.00	\$744.00		\$15,036.00	
			SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00		\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00		\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00		\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00		\$25,800.00
	1 Session			\$17,200.00		
	(Cost Per 2 Sessions)					
				Grand Total	\$40,836.00	

*Medical Insurance \$1038

	Number of Credits	Cost Per Credit	Global Fees		Total	
M A S T E R S	27	\$520.00	\$298.00			
		\$14,040.00	\$894.00		\$14,454.00	
			SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00		\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00		\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00		\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00		\$25,800.00
	1 Session			\$17,200.00		
	(Cost Per 2 Sessions)					
				Grand Total	\$40,254.00	

*Medical Insurance \$1038

					Total
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M B A	Number of Credits	Cost Per Credit	Global Fees		
	27	\$520.00	\$298.00		
		\$14,040.00	\$894.00		\$14,934.00
		SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00	\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00	\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00	\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00	\$25,800.00
		1 Session	\$17,200.00		
	8,600.00	(Cost Per 2 Sessions)			
		Grand Total	\$40,734.00		

*Medical Insurance \$1038

D O C T O R A L	Number of Credits	Cost Per Credit	Global Fees		Total
	27	\$700.00	\$298.00		
		\$18,900.00	\$894.00		\$19,794.00
		SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00	\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00	\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00	\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00	\$25,800.00
		1 Session	\$17,200.00		
		(Cost Per 2 Sessions)			
		Grand Total	\$45,594.00		

*Medical Insurance \$1038

E S O L	Number of Credits	Cost Per Credit	Global Fees		Total
	36	\$123.00	\$248.00		
		\$4,428.00	\$744.00		\$5,172.00
		SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$4,800.00	\$4,800.00	\$4,800.00	\$14,400.00
	Transportation	\$1,300.00	\$1,300.00	\$1,300.00	\$3,900.00
	Misc. & Pers. Expenses	\$1,500.00	\$1,500.00	\$1,500.00	\$4,500.00
	Other (Books)	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
		\$8,600.00	\$8,600.00	\$8,600.00	\$25,800.00
		1 Session	\$17,200.00		
		(Cost Per 2 Sessions)			
		Grand Total	\$30,972.00		

*Medical Insurance \$1038

*Married students and students with dependents are required to demonstrate an additional \$5,000.00 of support for their spouse and \$3,000.00 for each child. *** Tuition and Fees are subject to change. Amounts shown above reflect 12 semester hours (Full Time) of undergraduate study and 9 semester hours for graduate study for session.

TUITIONS AND FEES FOR CARLOS ALBIZU SAN JUAN, PUERTO RICO

	Number of Credits	Cost Per Credit	Global Fees		Total	
B A C H E L O R	36	\$165.00	\$333.00			
		\$5,940.00	\$999.00		\$6,939.00	
		SPRING	SUMMER	FALL	Total Per Year	
	Room & Board	\$2,623.00	\$2,623.00	\$2,623.00		\$7,869.00
	Transportation	\$636.00	\$636.00	\$636.00		\$1,908.00
	Misc. & Pers. Expenses /Food	\$3,809.67	\$3,809.67	\$3,809.67		\$11,429.01
	Other (Books)	\$1,252.33	\$1,252.33	\$1,252.33		\$3,756.99
		\$8,321.00	\$8,321.00	\$8,321.00		\$24,963.00
		1 Session	\$16,642.00			
		(Cost Per 2 Sessions)				
		Grand Total			\$31,902.00	

*Medical Insurance \$1038

	Number of Credits	Cost Per Credit	Global Fees		Total	
M A S T E R S	27	\$258.00	\$522.00			
		\$6,966.00	\$1,566.00		\$8,532.00	
		SPRING	SUMMER	FALL	Total Per Year	
	Room & Board	\$2,623.00	\$2,623.00	\$2,623.00		\$7,869.00
	Transportation	\$636.00	\$636.00	\$636.00		\$1,908.00
	Misc. & Pers. Expenses	\$3,809.67	\$3,809.67	\$3,809.67		\$11,429.01
	Other (Books)	\$1,252.33	\$1,252.33	\$1,252.33		\$3,756.99
	Module/Lab	\$589.00		\$803.00		\$1,392.00
		\$8,910.00	\$8,321.00	\$9,124.00		\$26,355.00
		1 Session	\$18,248.00			
	(Cost Per 2 Sessions)					
		Grand Total			\$34,887.00	

*Medical Insurance \$1038

D O C T O R A L	Number of Credits	Cost Per Credit	Global Fees		Total
	27	\$297.00	\$522.00		
		\$8,019.00	\$1,566.00		\$9,585.00
		SPRING	SUMMER	FALL	Total Per Year
	Room & Board	\$2,623.00	\$2,623.00	\$2,623.00	\$7,869.00
	Transportation	\$636.00	\$636.00	\$636.00	\$1,908.00
	Misc. & Pers. Expenses	\$3,809.67	\$3,809.67	\$3,809.67	\$11,429.01
	Other (Books)	\$1,252.33	\$1,252.33	\$1,252.33	\$3,756.99
	Module/Lab	\$262.00		\$1,042.00	\$1,304.00
		\$8,583.00	\$8,321.00	\$9,363.00	\$26,267.00
	1 Session	\$18,726.00			
		(Cost Per 2 Sessions)			
*Medical Insurance \$1038				Grand Total	\$35,852.00

*Married students and students with dependents are required to demonstrate an additional \$5,000.00 of support for their spouse and \$3,000.00 for each child. *** Tuition and Fees are subject to change. Amounts shown above reflect 12 semester hours (Full Time) of undergraduate study and 9 semester hours for graduate study for session.

Carlos Albizu University

International Student Health Insurance Compliance Form

This form has been designed to assist international students in complying with US immigration regulations requiring all international students to have health insurance when attending the university. All international students must ensure that their policy provides benefits at least equal to those required by the U.S. immigration policy.

INSTRUCTIONS TO STUDENTS:

Ask your insurance company to complete this form and return it to:
Carlos Albizu University
Student Services
emonteverde@albizu.edu (Miami, FL)
crodriguez@sju.albizu.edu (San Juan,PR)

The insurance company must verify that the basic benefits listed below are included in your health insurance policy.

Deadline for proof of insurance: Before the first day of school

Waivers may be granted if you meet the following criteria:

- If you are covered by an approved sponsorship agency/embassy
- If your Spouse's Employer's medical insurance includes the basic benefits – see attached International Students Basic Benefit Form

Student Name: _____
(Family Name) (First/Given)

Carlos Albizu University ID # _____ Telephone # _____

INSTRUCTIONS TO INSURANCE COMPANIES: Please complete the information requested on pages 1 and 2.

Incomplete forms will not be accepted. Return both pages to the above address.

Insurance Co. Name: _____

Policy # _____ Dates of Coverage _____/_____
(Beginning) (Ending)

U.S. Claims Agent Address: _____

U.S. Agent Phone Number: _____

Rule 6C-6.009 (6) provides that "no foreign student in F-1, F-2, J-1, J-2 non-immigrant status shall be permitted or continue enrollment at a (state) university (in Florida) without demonstrating that he or she has adequate medical insurance coverage for illness or accidental injury."

Name: _____

(Last/Family) (First/Given)

The insurance policy must include the following basic benefits. Please state YES or NO for each item listed. If you answer NO for any item, please describe your company's coverage. Please attach a copy of the insurance policy brochure (in English) being considered for waiver of this form.

Yes	No	Benefits included
		1. Coverage period: 52 continuous weeks or the complete time the insured will be attending Carlos Albizu University;
		2. Medical Benefits - \$50,000 per illness or injury;
		3. Deductible: should not exceed \$500 per illness or injury;
		4. Repatriation: \$7,500 (coverage to return remains to home country)
		5. Medical Evacuation: \$10,000 (if determined by the primary care physician to be medically necessary, the expenses of the patient to be transported back to his/her home country, accompanied by an escort);
		6. Must meet a minimum rating as stated by the Department of State;
		7. Continuous coverage

The insurance policy shall not exclude any activities inherent to the student's academic career.

TO THE INSURANCE COMPANY REPRESENTATIVE: Please read and sign the following. I have verified the information of this form and completed each item above. I am asserting that this company will pay their claims in U.S. Funds. If the above mentioned policy is terminated, I will notify Carlos Albizu University immediately. I certify that the coverage indicated is now in force.

Name (Print) _____ Title/Position _____

Signature: _____ Date: _____

Telephone number: _____

Sample Letter

For a
Change of Status To F-1 Student
Date:

United States Citizenship & Immigration Services
Service Center
Vermont Service Center
75 Lower Welden Street
Saint Albans, VT 05479-0001

Dear Sir/Madam:

I am submitting this letter in support of my application for a change of status from **(type of visa you currently have)** to F-1 student status. Originally, I entered the U.S. in order to **(accompany my spouse; tour the U.S.; as the son/daughter of someone on a G or other visa; or other reason)**. Now, I have been offered an opportunity to study for my _____ (certificate, bachelor's, master's, doctorate) degree in **(major field of study)** at San Francisco State University for the _____ (Fall/Spring) 20__ Semester. I can assure you that I have not worked illegally at any time since my arrival in the U.S. I can also assure you that I will maintain my status as a full-time student if you approve of my request. Thank you in advance for your consideration of my application to change to F-1 student status.

Sincerely,

Your signature
Your name (printed)
Your local U.S. address

FOR MIAMI AND PUERTO RICO CAMPUS



Current NACES® Members

Academic Evaluation Services, Inc.



11700 N 58th Street Suite G & H
Tampa, FL 33617
Phone: (813) 374-2020
Fax: (813) 374-2023
<http://www.aes-edu.org/>

A2Z Evaluations, LLC



435 G Street, #201
Davis, CA 95616
Phone: (530) 400-9266
<http://www.a2zeval.com/>

Center for Applied Research, Evaluations, & Education, Inc.



P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272
Fax: (714) 237-9279
email: eval_caree@yahoo.com
<http://www.iescaree.com>



Education International, Inc.

29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
email: edint@gis.net
<http://www.educationinternational.org>



Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
<http://www.ece.org>



Educational Perspectives, nfp.

P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
email: info@edperspective.org
<http://www.edperspective.org>



Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: (916) 921-0790
Fax: (916) 921-0793
email: edu@eres.com
<http://www.eres.com>



e-ValReports

10924 Mukilteo Speedway, #290
Mukilteo, WA 98275
Phone: (425) 349-5199
Fax: (425) 349-3420
email: brad@e-valreports.com
<http://www.e-valreports.com>

Evaluation Service, Inc.

P.O. Box 85
Hopewell Jct., NY 12533
Phone: (845) 223-6455
Fax: (845) 223-6454
email: esi2@frontiernet.net
<http://www.evaluationservice.net>

Foreign Academic Credential Service, Inc.

P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
<http://www.facsusa.com>

Foreign Educational Document Service

P.O. Box 4091
Stockton, CA 95204
Phone: (209) 948-6589

Foundation for International Services, Inc.

14926 - 35th Avenue West
Suite 210
Lynnwood, Washington 98087
Phone: (425) 248-2255
Fax: (425) 248-2262
email: info@fis-web.com
<http://www.fis-web.com>



Global Credential Evaluators, Inc.

P.O. Box 9203
College Station, TX 77842-9203
Phone: (512) 528-0908
Fax: (512) 528-9293
email: gce@gceus.com
<http://www.gceus.com> or <http://www.gcevaluators.com>





Global Services Associates, Inc.

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Frequently Asked Questions for Carlos Albizu University San Juan, Puerto Rico

1. How I initiate the process of admissions to CAU San Juan Puerto Rico?

The admission process begins once the applicant completes the Application Form and make payment of the appropriate fee at the Finance Office. The application must be submitted to the Office of Admissions no later than the deadline according to the academic program to which you are applying. After this process, the application proceeds to enter in our database and create the applicant's file. The Application Form may be given alone or with documents that the applicant has been able to achieve so far.

2. Once I have filed my application, how will I know if I was admitted at CAU San Juan Puerto Rico?

The evaluation process of candidates varies according to the program requested. First, we must remember that in CAU decisions on the admission of an applicant is the prerogative of the faculty. Overall, for the undergraduate (baccalaureate) for the Director / Program to conduct the evaluation of the courses that you will be accepted in transfer to the applicant (to a maximum of 90 credits). Once the Director / Admissions to file returns with the evaluation, we proceed to inform in writing the applicant of the decision concerning the application. On the other hand, if the application form is for a graduate level program (masters or doctorate), the decision making process is a little longer because it involves, among other things, an interview with the Admissions Committee.

3. Where is located the CAU San Juan, PR campus located?

The CAU San Juan, PR campus is located at: Calle Tanca #151, Esquina San Francisco, en el Viejo San Juan. Next to Plaza Salvador Brau and San José church and the center of the Old San Juan.

4. Is there parking available for visitors?

No. In order to have access to the parking area is necessary to have a permit that is only available to staff and students. Such permission carries a cost and must be renewed each semester. However, in Old San Juan there are several public parking lots some of which are relatively close to the campus.

5. What licenses / accreditations has the University?

The Campus of San Juan has an operating license issued by the Board of Education of Puerto Rico. It also has a regional accreditation the Middle States Commission on Higher Education. The clinical psychology doctoral programs (Ph.D. and Psy.D.) are accredited by the American Psychological Association and the program for Speech Language Pathology is accredited by the American Speech-Language-Hearing Association.

6. What is the time at which courses are offered?

For the Bachelor of Science Program in Speech and Language, courses are offered Monday through Friday from 8:00 a.m. to 1:30 pm. As for the Master of Science Program in Speech-Language Pathology courses are offered only on Fridays and Saturdays (two classes each day) 8:00 am - 1:30 pm. All other programs offer courses mainly in evening hours to from 5:00 pm to 10:00 pm Monday through Thursday. During the fall and spring semesters, classes meet

once a week, 2 ½ hours, while in the summer semester (May-July) meet two (2) times per week, 2 ½ hours. We must remember that in the UCA summer enrollment is compulsory.

7. Is admission requirement to be bilingual?

Yes. We expect our students to possess adequate skills in reading, writing and conversational in both Spanish and English. To this end, the Application Form has a CERTIFICATION that the applicant must sign and indicates that this indeed has that level of knowledge of both languages.

8. What types of financial aid offered at CAU, San Juan, PR?

International Students are ineligible to receive financial aid.

9. Can I initiate my studies at the undergrad level once I graduate from high school seniors?

No. The baccalaureate program offered at the campus of St. John is one of type "upper bound". This means that in order to be considered for admission the applicant must have accumulated at least 36 credits of foundation courses in an institution accredited. Courses History of Puerto Rico and Writing and Style (replacing grammar) are given in the UCA.

10. What baccalaureate programs are offered in CAU, San Juan, PR?

We currently offer two programs of Bachelor of Science (BS) in Psychology concentration one (last two years) and another with a concentration in Speech and Language Therapy (last two years).

11. What brings the number of credits Bachelor of Science in Psychology (two years)?

This program consists of 120 credits divided as follows: 51 credits of foundation courses, 39 credits of concentration courses and 30 credits of elective courses. It also entails the adoption of a psychology pre-practicum 100 hrs., Equivalent to three (3) credits.

12. What brings the number of credits Bachelor of Science in Speech and Language Therapy (last two years)?

This program consists of 120 credits divided as follows: 51 credits of foundation courses and 69 credits of concentration courses. It also has two (2) clinical practice a total of 100 hrs. divided into two semesters, equivalent to 6 credits clinical.

13. What is the cost per credit for high school courses?

Currently the cost per credit is \$ 165.00. Remember that the cost of credit you have to add other fees such as global charges, laboratories and practices. Also, you must remember that at CAU San Juan, Puerto Rico's institutional policy requires perform a cost review every two years. You should always check with the Finance Office the latest information on this subject.

14. How long will it take to complete a degree in CAU, San Juan, Puerto Rico?

Our school programs are designed to be completed in six (6) semesters (two years), as described in the curriculum of each program sequence. We must remember that in the UCA summer semester is

considered a regular part of the academic year so that enrollment this semester is mandatory. Finally, you must take into consideration the amount of time it takes to complete the degree is affected by a variety of factors such as low and repetition. Overall, the institutional policy states that high school students have a maximum of six (6) years to complete the degree requirements.

15. Does the CAU, San Juan, Puerto Rico offers accommodations for their students?

No. However, since the University is located in the center of the capital of Puerto Rico, you can reach it easily by car or public transport.

16. How much credits I have validated my current high school program?

Contingent to the assessment by the / the director / a program, you can validate up to ninety (90) credits.

17. What is the deadline to submit the application for admission to the Baccalaureate Program?

The deadlines vary from year to year and by program. It is recommended to check the Academic Calendar or contact the Office of Admissions.

18. What graduate programs (masters and doctorates) are offered at CAU San Juan, Puerto Rico?

We currently offer six (6) graduate level programs. At the level of expertise we offer three (3) Master of Science programs (MS) with a major in Industrial / Organizational Psychology, Speech Language Pathology or Counseling Psychology. In addition, we offer a total of three (3) doctoral programs in the areas of Clinical Psychology (Ph.D. or Psy.D.) and Industrial / Organizational Psychology (Ph.D.).

19. I am interested in applying for admission to the Master of Science Program in Speech-Language Pathology, but I do not have a bachelor's degree in Speech and Language,?

I can apply for admission directly to the master's program? No. Applicants to the program who do not hold a BA in Speech and Language Therapy or, failing that, have not established preparatory courses approved for the program, must pass a total of 15 undergraduate credits in five areas Specific Nature and Needs of Exceptional Children, Human Growth and Development, Basic Statistics, grammar and Physical Sciences. The Basic Statistics course is required for ALL applicants regardless of their concentration. In our campus offer courses Human Growth and Development (PSYU-303), Nature and Needs of Exceptional Child (BSLT-464), Statistics in Psychology (PSYU-308), replacing Basic Statistics, Compendium of Writing and Style (PSYU-443), replacing grammar and Acoustic and Psychoacoustic Aspects of Perception of Sounds and Voice (BSLT-345), replacing Physics.

20. I am interested in applying for admission to the Master of Science Program in Industrial / Organizational Psychology or Counseling Psychology, but I have a Bachelor's degree in Psychology, can I apply for admission?

Directly to the master's program? No. Those applicants to one of these programs that do not hold a bachelor's degree in Psychology must pass a total of 15 undergraduate credits in five specific areas: Experimental Psychology, Introductory Statistics, Physiological Psychology, Theories of Personality and Abnormal Psychology . These preparatory courses may be taken in the AAU or any other accredited institution. Preparatory courses taken outside the UCA must be approved with a grade of "C" in order to be validated at the time of applying for admission. Applicants who do not have the minimum GPA required for the MS Program in Industrial / Organizational Psychology, which is set to 2.80, could choose

to take those preparatory courses that have not previously taken during his high school and, if approved with A or B, would help to raise your GPA, at least, the minimum required.

21. What is the cost per credit of master's courses at CAU San Juan, PR?

Currently the cost per credit is \$ 258.00. Remember that the cost of credit you have to add other fees such as global charges, laboratories and practices. Also, you must remember that at UCA institutional policy requires perform a cost review every two years. You should always check with the Finance Office the latest information on this subject.

22. How long it would take me finish a master's at CAU San Juan, PR?

The Master of Science program in Industrial / Organizational Psychology and Counseling Psychology are designed to be completed in six (6) semesters (two years), as described in the curricular sequence. While the Program of Speech Language Pathology can be completed in three years. We must remember that in the CAU summer semester is considered a regular part of the academic year so that enrollment this semester is mandatory. Finally, you must take into consideration the amount of time it takes to complete the degree is affected by a variety of factors such as low and repetition. Overall, institutional policy requires that graduate students have a maximum of four (4) years to complete the degree requirements.

23. I am currently pursuing a master and interested apply for admission at CAU, San Juan, PR, how many credits can I transfer?

Contingent to the assessment by the Director / to the program, you can validate a maximum of 21 credits of approved courses with A or B. The evaluation process is performed only once a person has been admitted and submit the application form.

24. What is the deadline to submit the application for admission to the Master's Program?

The deadlines vary from year to year and by program. It is recommended to check the Academic Calendar or contact the Office of Admissions.

25. I am interested in applying for admission to the Doctoral Program, but I have a Bachelor's degree in Psychology, can I apply for admission to the program?

No. Those Doctoral Program applicants who do not have a Bachelor in Psychology degrees, must pass a total of 15 undergraduate credits in five specific areas: Experimental Psychology, Introductory Statistics, Physiological Psychology, Theories of Personality and Abnormal Psychology. These preparatory courses may be taken in the AAU or any other accredited institution. Preparatory courses taken outside the UCA should be approved with a score of "C" or higher, so they can be validated at the time of applying for admission. Applicants who do not have the minimum GPA required for the Doctoral Program which enter interested could opt to take preparatory courses those who have not previously taken during his high school and, if approved with A or B, would help to raise your GPA, at least the minimum required.

26. What is the cost per credit for doctoral courses?

Currently the cost per credit is \$ 297.00. Remember that the cost of credit you have to add other fees such as global charges, laboratories and practices. Also, you must remember that at UCA institutional policy requires perform a cost review every two years. You should always check with the Finance Office the latest information on this subject.

27. How long will it take to complete a doctorate program in CAU, San Juan, PR?

The clinical doctoral program (Psy.D. and Ph.D.), are designed to be completed within fourteen (14) semesters (five years), as described in the curricular sequence. On the other hand, the Ph.D. Program Industrial Organizational, is designed to be completed in twelve (12) semesters (four years), as described in the curricular sequence. Finally, Ph.D. Program General is designed to be completed in three (3) years. We must remember that in the UCA summer semester is considered a regular part of the academic year so that enrollment this semester is mandatory. Additionally, we must take into consideration the amount of time it takes to determine the degree is affected by a variety of factors such as low and repetition. Overall, the institutional policy states that students Psy.D. Programs and Ph.D. Clinical have a maximum of seven (7) years to complete the degree requirements, while for the Ph.D. Program Industrial / Organizational and General is set to ten (10) years.

28. I am currently completing a PhD and interested to apply for the PhD at CAU San Juan, Puerto Rico, how many credits can I transfer to the new program?

Contingent to the assessment by the Director / to the program, you can validate a maximum of 21 credits of approved courses with A or B. The evaluation process is performed only once a person has been admitted and submit the application form.

Frequently Asked Questions for Carlos Albizu University Miami, Florida

- **Who handles International Students?**

The Admissions Officer in the Office of Admissions.

- **Does you University offer Housing?**

No.

- **Can I pay in installments?**

International students need to pay the complete semester tuition by registration time. Students can pay with credit cards, or debit card.

- **When does CAU offer Admissions?**

CAU offers admissions three times a year.

Spring (January to April)

Summer (May to August)

Fall (September to December)

*Contact your Counselor for specific dates and deadline

- **What times are Admissions Counselor available?**

9:00 a.m. to 6:00 p.m. Monday, Wednesday, and Friday.

9:00 a.m. to 7:00 p.m. Tuesday and Thursday.

- **How long is the program?**

-Bachelor of Arts in Elementary Education: 4 years if you transfer 60 credits (Fulltime /12+ credits)

- Bachelor of Science in Psychology: 4 year if you transfer 60 credits (Fulltime/ 12+ credits)
- Master of Science in Psychology: 4 years Part time/ 2 years Full time
- Industrial and Organizational Psychology: 4 years Part time/ 2 years Full time
- Doctor of Psychology: 7 Years Part time/ 4 years Full time
- Master of Science in T.E.S.O.L 1 Year (12+ credits per semester)
- Master of Science in E.S.E. 1 Year (12+ credits per semester)
- Bachelor of Business of Administration 18 months (upper division)
- Master of Business Administration 15 months

- **How many credits may I transfer to the Graduate and Undergraduate Program?**

BA/BS – maximum of 90 credits

**Up to 90 credits from a 4 year institution
or 60 credits from a 2 year college.**

MS – up to 6 credits

Psy.D – up to 12 credits at the discretion of the department

- **Can I pay in installments?**

International students need to pay the complete semester tuition by registration time. Students can pay with credit cards, or debit card.

- **Do you have facilities for handicap individuals?**

Yes, our facilities are in full compliance with all the handicapped building and access codes.

- **Are you accredited?**

CAU is accredited by the Middle States Association and by the Commission for independent Education of the Department of Education. Our Clinical Psy.D program is accredited by the American Psychological Association.

- **Do you require the GRE / GMAT?**

The Doctoral Program in Clinical Psychology will require a GRE. Consult with your admissions counselor for additional information.

- **Who should the letters of recommendations be from?**

Letters of recommendations should come preferably from 3 professors you have or have had and or supervisors at work.

- **How long should the Statement of Purpose be and what should it include?**

If applying for the Doctoral Program your statement of purpose should be 2 pages minimum in length. If you are applying for the Masters Program it should be a minimum of 1page. It should include your reasons for interest in CAU and your field of interest, your expectations of Graduate work and your short and longterm goals.

- **What times are your classes offered?**

CAU offers morning classes (UNDERGRADUATE STUDENTS ONLY) afternoon, evening and night classes. Graduate classes are offered during the evening and nights. Online classes are also available.

Reference:

www.mia.edu

www.uscis.gov

www.ice.gov

www.fmjfee.com

www.insuranceforstudents.com

www.isoa.org

www.intlstudentprotection.com

www.InternationalStudentInsurance.com