



CARLOS  
ALBIZU  
UNIVERSITY  
FOUNDED IN 1906

# International Student New F1 Visa Information Package

## CHECK LIST

The following checklist summarizes the documents necessary to process the I-20 required by the consulate in your home country.

	<b>INITIAL ATTENDANCE DOCUMENTS TO PROCESS I-20</b>	<b>APPLY ONLINE</b>
___ 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 document below for sample letters.	
___ 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 three most recent 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.	After you received your I-20 (sent by a CAU officer) please go to <a href="http://www.ice.gov">www.ice.gov</a> and fill the I-901 form and pay the fee. Attach the receipt to your I-20 before your interview at the Embassy or Consulate.	
___ 7.	Submit proof of health insurance prior registration by completing the <u>International Student Health Insurance Compliance Form.</u>	

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

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

## **IMPORTANT INFORMATION FOR F1 STUDENTS**

If you wish to enter the United States as an F-1 or J-1 nonimmigrant, you must have a visa upon entry to the U.S territories unless you are from a visa exempt country.

If you already know what you want to study, the first step is to apply to Carlos Albizu University. Carlos Albizu University is a Student and Exchange Visitor Program (SEVP) approved school.

Once you are accepted into CAU, your admissions officer or DSO at the school will provide you with the acceptance letter into one of CAU's academic program.

After you submit all the documentation to the CAU admissions officer, the school will provide you with Form I-20 or certificate of eligibility. The Form I-20 is a paper record of your information in our database called SEVIS. Each school that accepts you will mail you a Form I-20.

Check your Form I-20 against your passport information to make sure that your name and date of birth (DOB) are correctly listed and spelled. If it is not correct, contact the school official who sent you the Form I-20.

Once you have your Form I-20, you are ready for the next step **paying your SEVIS I-901 fee**. Pay the SEVIS I-901 fee before applying for a visa, status at a POE, or filing for a change of status.

If you are outside of the United States, apply to the local United States embassy or consulate for a visa. See the DOS **website at <http://unitedstatesvisas.gov/whatis/index.html> for more information on visas.**

### **When do I have to report to my school?**

International students have 30 days to enter the country before your official program start day, which is registered in SEVIS. You must report to your school by your program start date, or you are not maintaining your status. Failure to maintain your status will result in the termination of your I-20 and your removal from the United States. We suggest you to contact your admission officer at CAU immediately once you enter the country so that there is no question of your arrival.

## STEPS TO APPLY FOR YOUR STUDENT VISA (F1)



## **STEPS TO APPLY FOR YOUR STUDENT VISA (F1)**

### **From outside the United States**

#### **Nonimmigrant's must:**

- a. Apply to, and be accepted by, an SEVP-certified school.
- b. Be able to pay for the cost of schooling and living expenses while in the United States and furnish proof of sufficient funding to the school. Nonimmigrant students have limited work opportunities, so unless the school has promised an on-campus job, nonimmigrant students should not expect to work to pay expenses. This documents provides a budget for the programs offered by Carlos Albizu University.
- c. Attend school full-time (except for Mexican or Canadian residents who live at home and commute to a United States school within 75 miles of the U.S. border.) Undergraduate students must be enrolled for twelve credits per session and graduate students must be enrolled for a minimum of nine credits per session.
- d. When a school accepts a nonimmigrant applicant, it issues a Form I-20 for initial attendance. Prospective nonimmigrant students may apply to more than one SEVP-certified school but must choose one and use the Form I-20 from that school when applying for a visa.
- e. After receiving the Form I-20, the prospective nonimmigrant student must pay the SEVIS I-901 fee at [www.fmjfee.com](http://www.fmjfee.com).
- f. The prospective nonimmigrant student must then obtain a student visa from an embassy or consulate abroad or, if from a visa exempt country such as Canada or Bermuda, apply for admittance at a U.S. Port of Entry (POE).
- g. Visas can only be obtained outside the United States. After obtaining an F-1 or M-1 visa, the prospective student may apply for entry into the United States through a U.S. POE **no more than 30 days prior to the program start date on the student's Form I-20.**

***No one can promise a visa will be issued before the Department of State has fully processed the visa application.***

**Documents that International Student applicants  
need to submit to Carlos Albizu University**



## **Documents that International Student applicants need to submit to** **Carlos Albizu University**

The application process varies from school to school. CAU has detailed application information for your program and international student process for prospective students on its website at [www.albizu.edu](http://www.albizu.edu) You will be assigned a personal counselor to walk you through the admissions process and an admissions officer to assist you with your international student visa.

1. First, you must apply online at [www.albizu.edu](http://www.albizu.edu), and choose San Juan Campus or Miami Campus. After the campus of your preference have been chosen, then the next step is to select the program of interest, and click on it. Finally, click on the admission link and follow up with the directions to complete your online application.
2. While you are in the process of collecting and submitting documents to complete your application, students should contact the admissions officer/DSO at Carlos Albizu University at:  
**For San Juan Campus:** Carlos Rodriguez-Irizarry [crodriguez@sju.albizu.edu](mailto:crodriguez@sju.albizu.edu) or 787-725-6500 ext 1521 or Victor Bonilla [vbonilla@sj.albizu.edu](mailto:vbonilla@sj.albizu.edu) 787-725-6500 ext 1572  
**For Miami Campus:** Elsa Monteverde [emonteverde@albizu.edu](mailto:emonteverde@albizu.edu) or 305-593-1223 #244.

Please, follow the list below of the documents that you will need to collect and submit to the admissions officer:

- 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 letters from the sponsor's bank (please refer to the "Tuition and Fees" excel document for the exact amount per program) or three of the most recent and consecutive bank statements.
- 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. Proof of Health Insurance prior registration.

**SEVIS I-901 Important information**

**(SEVIS FEE)**





## **SEVIS I-901 Important information**

You will need to fill in a Form I-901 with information from your Form I-20 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](http://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](http://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.

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

### **PURPOSE**

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

### **EDUCATION ENTRANCE LEVEL**

Level: ESOL	BACHELOR	MASTER	Psy D.
Major:			
<b>TRANSFER INFORMATION</b> (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:

 Spouse 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:

 Spouse 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		

# 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**

## Statement of Financial Sponsorship Sample

Let this letter verify that I, \_\_\_\_\_, will act as FINANCIAL SPONSOR for \_\_\_\_\_ while he/she studies in the United States at Carlos Albizu University, located in Miami, Florida.

This sponsorship shall include all tuition, fees, room and board whether the student lives on or off campus. Additional expenses such as books, supplies, medical insurance, as well as any intangible expenses, shall also be covered by this letter.

NAME OF SPONSOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

- **USE THIS LETTER IF SOMEONE ELSE IS GOING TO BE YOUR SPONSOR**



## Bank Letter (sample)

Date:

To Whom It May Concern:

This is to certify that \_\_\_\_\_ is a customer of our bank. He/She has  
(sponsor's name)

maintained a fixed deposit account with our \_\_\_\_\_ since \_\_\_\_\_  
(branch name) (initial date)

As of \_\_\_\_\_, the account shows a balance of \_\_\_\_\_.  
(date) (amount in US \$)

In view of this, we believe that \_\_\_\_\_ is in a position to remit  
(sponsor's name)

regular payments for the expenses incurred during the course of \_\_\_\_\_  
(student's name)  
studies in the U.S.A.

Sincerely,

(signature of bank official)

(typed name of bank official)

(position/title)

NOTE: This letter must be on official bank letterhead

If it is not possible to provide the amount in US\$, it can be provided in the  
currency of the country. List the rate of exchange

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](mailto:emonteverde@albizu.edu) (Miami, FL)

[crodriguez@sju.albizu.edu](mailto: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: \_\_\_\_\_

## TUITIONS AND FEES TABLE



## TUITIONS AND FEES FOR CARLOS ALBIZU MIAMI Campus

	Number of Credits	Cost Per Credit	Global Fees		Total
<b>B A C H E L O R</b>	36	\$314.00	\$248.00		
		<b>\$11,304.00</b>	<b>\$744.00</b>		<b>\$12,048.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
	1 Session			<b>\$17,200.00</b>	
	(Cost Per 2 Sessions)				
			Grand Total	<b>\$37,848.00</b>	

\*Medical Insurance \$1038

	Number of Credits	Cost Per Credit	Global Fees		Total
<b>B B A</b>	36	\$397.00	\$248.00		
		<b>\$14,292.00</b>	<b>\$744.00</b>		<b>\$15,036.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
	1 Session			<b>\$17,200.00</b>	
	(Cost Per 2 Sessions)				
			Grand Total	<b>\$40,836.00</b>	

\*Medical Insurance \$1038

	Number of Credits	Cost Per Credit	Global Fees		Total
<b>M A S T E R S</b>	27	\$520.00	\$298.00		
		<b>\$14,040.00</b>	<b>\$894.00</b>		<b>\$14,934.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
	1 Session			<b>\$17,200.00</b>	
	(Cost Per 2 Sessions)				
			Grand Total	<b>\$40,254.00</b>	

\*Medical Insurance \$1038

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<b>M B A</b>	Number of Credits	<b>Cost Per Credit</b>	Global Fees		Total
	27	\$520.00	\$298.00		
		<b>\$14,040.00</b>	<b>\$894.00</b>		<b>\$14,934.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
		1 Session	<b>\$17,200.00</b>		
	8,600.00	(Cost Per 2 Sessions)			
		Grand Total	<b>\$40,734.00</b>		

\*Medical Insurance \$1038

<b>D O C T O R A L</b>	Number of Credits	<b>Cost Per Credit</b>	Global Fees		Total
	27	\$700.00	\$298.00		
		<b>\$18,900.00</b>	<b>\$894.00</b>		<b>\$19,794.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
		1 Session	<b>\$17,200.00</b>		
		(Cost Per 2 Sessions)			
		Grand Total	<b>\$45,594.00</b>		

\*Medical Insurance \$1038

<b>E S O L</b>	Number of Credits	<b>Cost Per Credit</b>	Global Fees		Total
	36	\$123.00	\$248.00		
		<b>\$4,428.00</b>	<b>\$744.00</b>		<b>\$5,172.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$8,600.00</b>	<b>\$25,800.00</b>
		1 Session	<b>\$17,200.00</b>		
		(Cost Per 2 Sessions)			
		Grand Total	<b>\$30,972.00</b>		

\*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

B A C H E L O R	Number of Credits	Cost Per Credit	Global Fees	Total
	36	\$165.00	\$333.00	
		<b>\$5,940.00</b>	<b>\$999.00</b>	<b>\$6,939.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>
		<b>Total Per Year</b>		
	Room & Board	\$2,623.00	\$2,623.00	\$2,623.00
	Transportation	\$636.00	\$636.00	\$636.00
	Misc. & Pers. Expenses /Food	\$3,809.67	\$3,809.67	\$3,809.67
	Other (Books)	\$1,252.33	\$1,252.33	\$1,252.33
		<b>\$8,321.00</b>	<b>\$8,321.00</b>	<b>\$8,321.00</b>
	<b>1 Session</b>		<b>\$16,642.00</b>	

(Cost Per 2 Sessions)

Grand Total	<b>\$31,902.00</b>
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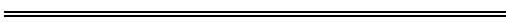
\*Medical Insurance \$1038

M A S T E R S	Number of Credits	Cost Per Credit	Global Fees	Total
	27	\$258.00	\$522.00	
		<b>\$6,966.00</b>	<b>\$1,566.00</b>	<b>\$8,532.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>
		<b>Total Per Year</b>		
	Room & Board	\$2,623.00	\$2,623.00	\$2,623.00
	Transportation	\$636.00	\$636.00	\$636.00
	Misc. & Pers. Expenses	\$3,809.67	\$3,809.67	\$3,809.67
	Other (Books)	\$1,252.33	\$1,252.33	\$1,252.33
	Module/Lab	\$589.00		\$803.00
		<b>\$8,910.00</b>	<b>\$8,321.00</b>	<b>\$9,124.00</b>
	<b>1 Session</b>		<b>\$18,248.00</b>	

(Cost Per 2 Sessions)

Grand Total	<b>\$34,887.00</b>
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\*Medical Insurance \$1038



<b>D O C T O R A L</b>	Number of Credits	<b>Cost Per Credit</b>	Global Fees		Total
	27	\$297.00	\$522.00		
		<b>\$8,019.00</b>	<b>\$1,566.00</b>		<b>\$9,585.00</b>
		<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>Total Per Year</b>
	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
		<b>\$8,583.00</b>	<b>\$8,321.00</b>	<b>\$9,363.00</b>	<b>\$26,267.00</b>

1 Session

**\$18,726.00**

(Cost Per 2 Sessions)

\*Medical Insurance \$1038

Grand Total	<b>\$35,852.00</b>
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\*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.



**Evaluation agencies to submit your school transcripts**



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](mailto: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](mailto: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](mailto:eval@ece.org)  
<http://www.ece.org>



**Educational  
Perspectives**

**Educational Perspectives, nfp.**

P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
email: [info@edperspective.org](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:gce@gceus.com)  
<http://www.gceus.com> or <http://www.gcevaluators.com>





**Global Services Associates, Inc.**

2554 Lincoln Boulevard, # 445  
Marina del Rey, CA 90291  
Phone: (310) 828-5709  
Fax: (310) 828-5709  
email: [info@globaleval.org](mailto:info@globaleval.org)  
<http://www.globaleval.org>



**International Academic Credential Evaluators, Inc.**

P.O. Box 2465  
Denton, Tx 76202-2465  
Phone: (940) 383-7498  
Fax: (940) 382.4874  
email: [staff@iacei.net](mailto:staff@iacei.net)  
<http://www.iacei.net>



**International Consultants of Delaware, Inc.**

P.O. Box 8629  
Philadelphia, PA 19101-8629  
Phone: (215) 222-8454 ext. 510  
Fax: (215) 349-0026  
email: [icd@icdel.com](mailto:icd@icdel.com)  
<http://icdel.com>



**International Education Research Foundation, Inc.**

P.O. Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
email: [information@ierf.org](mailto:information@ierf.org)  
<http://www.ierf.org>



**Josef Silny & Associates, Inc.**  
**International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Fax: (305) 273-1984 (Translations)  
email: [info@jsilny.com](mailto:info@jsilny.com)  
<http://www.jsilny.com>



**Span Tran Educational Services, Inc.**

7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
email: [info@spantran-edu.org](mailto:info@spantran-edu.org)  
<http://www.spantran-edu.org>



**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Phone: (212) 966-6311  
Fax: (212) 739-6100  
email: [info@wes.org](mailto:info@wes.org)  
<http://www.wes.org>

## Frequently Asked Questions for Carlos Albizu University Miami, Florida

- **Who handles International Students?**

The Admissions Officer in the Office of Admissions.

- **Does your 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 requires the completion of the Graduate Record Examination.

- **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 1 page. It should include your reasons for interest in CAU and your field of interest, your expectations of Graduate work and your short and long term 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.



## **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 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, 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 housing 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 many 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.

**Reference:**

[www.mia.albizu.edu](http://www.mia.albizu.edu)

[www.uscis.gov](http://www.uscis.gov)

[www.ice.gov](http://www.ice.gov)

[www.fmjfee.com](http://www.fmjfee.com)

[www.insuranceforstudents.com](http://www.insuranceforstudents.com)

[www.isoa.org](http://www.isoa.org)

[www.intlstudentprotection.com](http://www.intlstudentprotection.com)

[www.InternationalStudentInsurance.com](http://www.InternationalStudentInsurance.com)