

## **ADMISSION REQUIREMENTS AND PROCEDURES FOR UNDERGRADUATE PROGRAMS**

- Submit to the Office of Admissions a completed undergraduate application, prior to deadline dates, accompanied by the appropriate fee
- Official High School Transcript(s)
- Official Transcripts from all previously attended colleges and universities
- A grade point average of at least 2.0 on a 4.0 scale

Applicants must have a grade point average (G.P.A.) equivalent to 2.0 or higher to be considered for admission, unless the applicant is admitted under the provision of the Challenge Criteria (see below). The Applicant must provide the following to the Office of Admissions:

### **OFFICIAL TRANSCRIPTS**

Request that all official transcripts from all high schools, colleges, universities or other post-secondary educational institutions be sent directly to the Office of Admissions. Students with dual enrollment, Advanced Placement or International Baccalaureate credits must submit them for evaluation. Failure to report previous college work attempted constitutes a falsification of the application and subjects applicants to a loss of all credits earned and may result in dismissal.

International students applying for admission must submit their academic records to the appropriate agencies for verification of their equivalency to coursework offered in the United States. They must demonstrate the ability to meet the cost of their educational needs without financial assistance from the University. International students must comply with USCIS (U.S. Customs and Immigration Service) regulations and the procedures established under the International Students section of this catalog.

### **TRANSFER OF CREDIT POLICY AND PROCEDURES**

Credits earned at an accredited institution will be accepted toward a degree, provided that the grades earned for these courses are "C" or higher. Undergraduate students may transfer up to 60 credits from a two-year accredited institution and up to 90 credits from a four-year accredited institution. Students are required to submit official transcripts for evaluation. Students who are transferring must have an overall grade point average of 2.0 on a scale of 4.0.

Students are permitted to transfer up to 15 credits through the College Level Examination Program (CLEP), and may earn credit toward their degree with examination performance at the fiftieth percentile or above. Carlos Albizu University also awards prior learning credits toward its undergraduate degree program. All transfer credits used toward a degree must be approved by the Program Director. Credits from courses that have been completed more than five (5) years prior to admission may be transferred upon the Program Director's evaluation and final approval.

### **INTERNATIONAL APPLICANTS**

**International applicants must also meet the following requirements:**

- Appropriate immigration status.
- Evaluation of foreign credentials by authorized agency, if applicable.

- Have all admission credentials on file at least 90 days prior to the beginning of the session of expected enrollment.

## **ADMISSION PROCEDURES**

After all documentation and credentials have been received by the Office of Admissions, the applicant's file is forwarded to the Program. The file is first reviewed by faculty who determine if an interview should be granted. At the discretion of the Program Director, the applicant will be scheduled for an interview. The decision of the Director to interview a prospective student does not indicate or imply acceptance. If the applicant is approved for admission, a letter of acceptance is issued by the Office of Admissions. Upon notification of acceptance, the University requires confirmation of acceptance by receipt of a non-refundable deposit toward fees and tuition. Ultimately, Carlos Albizu University reserves the right to reject any applicant.

## **IDENTITY VERIFICATION**

Upon admission to the Program, the prospective student must provide the Office of Admissions with one recent 2 x 2 photograph before the end of the first academic session following matriculation. The admission file will not be considered complete until such requisite has been met.