



# POLYTECHNIC UNIVERSITY O F P U E R T O R I C O

## Application for **Admission**

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### **Polytechnic University of Puerto Rico**

#### **Orlando Campus**

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4800 Howell Branch Rd.  
Winter Park, FL 32792  
Phone: 407-677-5661  
Fax: 407-677-5082  
Website: [www.pupr.edu](http://www.pupr.edu)

#### **Miami Campus**

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8180 NW 36th St., Suite 401  
Miami, FL 33166  
Phone: 305-418-4220  
Fax: 305-418-4325  
Website: [www.pupr.edu](http://www.pupr.edu)

*Admission and Application Procedures  
for  
Polytechnic University of Puerto Rico*

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

1. **Application Fee** – A nonrefundable fee of \$30.00 must accompany this application. For International students, a nonrefundable fee of \$150.00. Please make checks payable to Polytechnic University.
2. **Application Deadline** – Applications will be reviewed when completed. Polytechnic University of P.R. accepts students on a continuous basis throughout the academic year. Early applications are welcomed.
3. **Transcripts** – The applicant must arrange to have an **official** transcript from ALL undergraduate and graduate (when applicable) schools attended sent directly to Polytechnic Orlando, Office of Admissions, 4800 Howell Branch Rd., Winter Park, Florida 32792 or Polytechnic Miami, Office of Admissions, 8180 NW 36th St., Suite 401, Miami, FL 33166. It is important to request transcripts early in the admissions process to ensure a timely response by the institution. Original official transcripts are required for admissions. Transcripts received from non-U.S. institutions must be translated and evaluated by a recognized agency. ***This is the responsibility of the applicant.*** Applicants needing additional information pertaining to international translation/evaluation agencies should contact the respective Admissions Office.
4. **Proof of Legal Status** – Each applicant must provide proof of legal status (U. S. Birth Certificate, Valid U. S. Passport, Permanent Resident Card, Visa, etc.).
5. **Test Requirements** – Based upon the academic program selected and the applicant's academic and professional background, an applicant may be required to complete a specific national examination (GRE, GMAT, SAT, ACT, etc...). Please inquire with the Office of Admissions pertaining to this test requirement.
6. **Interview** – Based upon the application and recommendations, applicants may be scheduled for an interview with a Faculty member and/or Program Director.
7. **Notification** – Each applicant will be advised in writing of the decision regarding the status of his/her acceptance into the University.

**Send Application And All Supplementary Documents To:**

*Orlando Campus*  
Polytechnic University of Puerto Rico  
Office of Admissions  
4800 Howell Branch Rd.  
Winter Park, FL 32792

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

**REFUND POLICIES**

The Finance Office is responsible for complying with the refund policies established by the Institution. These policies take into consideration institutional and current federal regulations. The procedure to apply for a refund must be submitted in writing, and in accordance with the academic calendar. The policies will be applied as follows:

**Total withdrawal for student registered for the 12 week term (two sessions)**

On or before the first day of the term	100% of tuition
Second week	33.33% of tuition
Third week and after	-0-

**Total withdrawal for student who registered for the second session of the term will be reimbursed as follows:**

On or before the First day of classes	100% of tuition
Fourth and fifth day of classes	33.33% of tuition
Sixth day and after	-0-

Registration, Library, Educational Technology Center and activities fees are nonrefundable.

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



**EDUCATIONAL BACKGROUND:**

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

Name, City, State, Country of Institution(s) attended	Dates of Attendance	Degree Received	Date Received
	From: To:		
	From: To:		
	From: To:		
	From: To:		
	From: To:		
	From: To:		

**CERTIFICATION OF APPLICATION:**

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**For Admissions Office Use Only:**

High School GPA \_\_\_\_\_ ACT \_\_\_\_\_

Composite      English      Reading      Math      Science

Transfer GPA \_\_\_\_\_ SAT \_\_\_\_\_ GED Score \_\_\_\_\_

Verbal      Math

Accepted     Denied     Admitted as a Transfer Student with High School GPA

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Admission Officer's Signature

\_\_\_\_\_

Date