

## **New Distant Learner - Application Process**

1. Print and Complete Admission Application

2. Notarize identity documents:

Birth Certificate or Passport or Permanent Resident Alien Card, and Picture ID

3. If transferring from another university print and complete the Transcript Request

Form located on our site and send to appropriate institution.

4. If you are a high school graduate without college courses, please contact the high school and request an official transcript to be sent to our university.

5. Mail the application, notarized documents and thirty-dollar (\$30) non-refundable application fee for undergraduate and fifty dollars (\$50) non-refundable fee for Graduate Programs to:

**Polytechnic University of Puerto Rico – Miami Campus**  
**Attn: Admissions Department**  
**8180 N.W. 36th Street, Suite 401**  
**Miami, FL 33166**

6. Begin Financial Aid process by logging onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Follow up with a phone call to our Financial Aid Department at (305)418 - 8000.

7. You should be contacted by the admissions department upon receipt of your documentation. If you have further questions or concerns please contact us at (305)418 - 8000.

**Note:** Keep in mind that admission to Polytechnic University of Puerto Rico – Miami Campus is contingent upon completion of all required documents and GPA requirements; 2.0 for Business / Management; 2.5 for Engineering, or 2.5 for Graduate Programs.