

INSTRUCTIONS FOR APPLICANTS:

1. Please print or type the information requested. Do not use pencil.
2. Include a copy of your Social Security Card.
3. Request that two official transcripts from all universities or colleges previously attended be sent to:

**Pontifical Catholic University of P.R.
2250 Ave. Las Americas Suite 584
Ponce, Puerto Rico 00717-9997**

Students graduated from PUCPR will have the two official transcripts free.

4. Send completed application to the above address.
5. **Deadlines to submit admission applications:***

SEMESTER	TRIMESTER
Spring: October 15	Spring: January 12
	Winter: September 15
Summer: April 15	
Fall: June 15	Fall: June 15

*See Specific Requirements for specific deadlines

6. Enclose admission fee (non refundable):
Master's degree - \$25.00
Doctorate degree - \$50.00

Once the application is complete, the Admissions Committee on Graduate Studies will evaluate it and you will be notified of their decision by mail.

APPLICATION FOR ADMISSION

All applicants to Graduate Studies must fulfill the following general requirements in order to establish eligibility for admission to the program applied for:

1. A bachelor's degree from accredited college or university.
2. At least a 2.75 cumulative index on a 4.00 point scale.
3. Two letters of reference indicating applicants ability to do graduate work as attested by:
 - a. Administrative official or professor from the college you attended.
 - b. A person in supervisory or administrative position.
4. Personal interview as required by the specific program.
5. Evidence of satisfactory performance on the graduate entrance examination as required by the particular program.
6. Two transcripts must be requested from every college or university attended from the undergraduate and graduate levels.

SPECIFIC REQUIREMENTS

A. Graduate Studies in Education (Trimesters)

1. Applicants must have at least fifteen (15) undergraduate credits in Education including the following:
 - a. A method course in the major field (3).
 - b. A course on evaluation, measurement and assessment (3).
 - c. A course on Sociological Foundation of Education (3).
 - d. Psychological Foundations of Education (3).
 - e. Philosophical Foundations of Education (3).
2. Certain specialization areas require additional courses.
3. EXADEP Test Score

B. Graduate Studies in Arts and Humanities

1. Academic requirements depend on the analysis of the academic transcripts. These are based mostly on courses related to the major in Spanish and general education. Arts and Drawing request three letters of recommendation.

C. Graduate Studies in Business Administration (Trimesters)

1. Academic requirements depend on the analysis of the academic transcripts. These are based mostly on courses related to business administration and general education.
2. Evidence of satisfactory performance on the Graduate Management Admission Test (G.M.A.T., G.R.E., or EXADEP).

D. Graduate Studies in Nursing

1. A minimum of one and a half (1 ½) years of experience in Nursing.
2. A bachelor's degree in Nursing from an accredited college or university.
3. Evidence of current licensure to practice in Puerto Rico and collegiate of C.P.E.P.R.
4. EXADEP Test Score
5. Current resume.
6. Interview with Faculty Admissions Committee.
7. Two letters of recommendation.

E. Graduate Studies in Behavioral and Community Affairs

1. Baccalaureate or Master's degree from an accredited college or university.
2. Minimum undergraduate cumulative GPA of 2.75
Minimum graduate cumulative GPA of 3.00 on Master's degree.
3. EXADEP (PAEG) minimum score of 400 points.
4. Interview with the admissions committee.
5. Proficiency in Spanish and English.
6. Computer literacy (basic knowledge: course or seminar)
7. Three letters of recommendation.
8. Current resume

*Deadlines

Clinical Psychology: May 15 (Fall - August only)
Social Work, Public Administration, Criminology, I/O Psychology
Jun 15 (Fall - August)
Nov. 15 (Spring - January)

*** EXADEP (PAEG) and transcripts available by deadline for the Clinical Psychology and Social Work Programs.**

F. Doctor of Business Administration (Trimesters)

1. Master's degree from an accredited college or university.
2. Minimum graduate cumulative GPA 3.00 on Master's degree.
3. Two letters of recommendation.
4. Score of GMAT, GRE or EXADEP (PAEG)

G. Doctor of Education

1. Master's degree from accredited college or university.
2. Two official transcripts of Baccalaureate and Master's degree.
3. Proficiency in Spanish and English.
4. An oral and written interview with the Admission Committee of the Doctoral Program; should present his/her professional portfolio.
5. Three letters of recommendation.
6. Graduate courses on Statistics and Research Method.
7. Computer literacy (basic knowledge).
8. EXADEP Test Score

Pontifical Catholic University of Puerto Rico / Pontificia Universidad Católica de Puerto Rico

Graduate Admissions Application / Solicitud de Admisión Graduada

Last Name / Apellidos

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First Name / Nombre

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Initial / Inicial

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Mailing Address Development or Building / Dirección Postal

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Number, Street / Número, Calle

--	--	--	--

City / Ciudad

--	--	--	--

State / Estado

--	--

Zip Code / Código Postal

--	--	--	--

Permanent Address Development or Building / Dirección Residencial

--	--	--	--

Number, Street / Número, Calle

--	--	--	--

City / Ciudad

--	--	--	--

State / Estado

--	--

Zip Code / Código Postal

--	--	--	--

Home Telephone / Teléfono de Casa

--	--	--	--

Cellular Telephone / Teléfono Celular

--	--	--	--

Work Telephone / Teléfono de Trabajo

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Gender / Género

Male / Masculino

Female / Femenino

Date of Birth / Fecha de nacimiento

DD/MM/YYYY

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Social Security Number

Número Seguro Social

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Marital Status (optional) Estado Civil (opcional)

Married / Casado (M)

Single / Soltero(S)

Divorced / Divorciado (D)

Widowed / Viudo (W)

Separated / Separado (P)

Religion (optional) / Religión (opcional)

Place of Birth / Lugar de nacimiento

Citizenship Information / Información Ciudadanía

American Citizen? ¿Ciudadano Americano?

Yes / Sí _____ *No / No* _____

If you are a naturalized citizen, please provide the following information about your naturalization: / Si es ciudadano naturalizado provea la siguiente información sobre su naturalización.

Date: _____

Place: _____

If you are not a citizen, provide the following information as applicable: / Si no es ciudadano, provea la siguiente información, según le aplique.

Specify citizenship / Especifique ciudadanía _____

Visa Type / Tipo de Visa:

Student / Estudiante (F1)

Male Religious / Religioso (R1)

Dependent of Student/ (F2)

Female Religious / Religiosa (R2)

Estudiante dependiente

Indicate relationship of any relative that studied at PUCPR / Indique relación de algún pariente que haya estudiado en la PUCPR

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In compliance with Title VI of the Civil Rights Act of 1964, the U.S. Department of Health, Education and Welfare requires that institutions of higher education receiving Federal financial assistance provide certain enrollment data regarding predominant ethnic background. Para cumplir con Título VI del Acta de Derechos Civiles del 1964, el Departamento de Salud, Educación, y Bienestar requiere que instituciones de educación superior que reciben asistencia financiera federal provean estadísticas sobre grupos étnicos. **Please check the proper space.** / Favor de marcar el encasillado que le corresponde.

Ethnic Group / Grupo Étnico:

Black Non-Hispanic / Negro no Hispano (1)

American Indian or Alaskan Native / Indio Americano (2)

Asian Pacific Islander / Asiático (3)

Hispanic / Hispano (4)

White Non-Hispanic / Blanco no Hispano (5)

E-mail Address / Correo Electrónico _____

Contact person in case of an emergency / Persona contacto en caso de emergencia

Last Name / Apellidos

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First Name / Nombre

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Relationship / Relación

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Home Telephone / Teléfono de Casa

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Celular Telephone / Teléfono Celular

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Work Telephone / Teléfono de Trabajo

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Graduate Degree and Program

Ponce Campus (P)

Arts and Humanities

- Master of Arts in Hispanic Studies
- Master of Arts in History
- Master of Divinity (M.D.V.)
- Master of Drawing and Painting

Professional Certificates

- Grammar and Composition
- Puerto Rican Literature
- Literary Analysis

Education

- Master of Religious Education (M.R.E.)
- Master of Arts in Education (M.A.)

Master of Education (M. Ed.)

- Administration and Supervision
- Guidance and Counseling
- School Psychology
- Teaching English as a Second Language
- Curriculum and Teaching
- Curriculum and Teaching of Chemistry
- Curriculum and Teaching of History
- Curriculum and Teaching of Biology
- Curriculum and Teaching of Physical Education
- Curriculum and Teaching of Spanish
- Early Childhood Education (K-3)
- Curriculum and Teaching of Learning Disabilities
- Business Education and Office Mgmt

Professional Certificate – Course required for 401** the Teacher Certificate School Librarian

Librarian

Doctor of Education (Ed. D)

- Educational Management
- Curriculum and Teaching

Business Administration

Master of Business Administration (M.B.A.)

- General Business
- Accounting
- Management
- Human Resources
- Management Information Systems
- International Business
- Finance
- Marketing
- Office Administration

Master of Science in Office Administration

- Master of Business Administration

- (M.B.A.) and Juris Doctor (J.D.)

Professional Certificates

- Accounting
- Management
- Human Resources
- Management and Information Systems

Doctor of Business Administration (D.B.A.)

Science

Master of Science in Nursing (M.S.N.)

- Mental Health and Psychiatric Nursing
- Medical Surgical Nursing

Master of Science (M.S.)

- Chemistry
- Environmental Science
- Biotechnology

College of Graduate Studies

Master of Science (M.S.)

- Clinical Psychology
- Industrial / Organizational Psychology

Master of Social Science (M.S.S.)

- Criminology
- Public Administration
- Vocational Rehabilitation Counseling

College of Graduate Studies

Master of Social Work (M.S.W.)

- Clinical Area

Doctor of Psychology (Psy. D.)

- Clinical Psychology

Doctor of Philosophy (Ph.D.)

- Clinical Psychology
- Industrial / Organizational Psychology

Other:

Please specify courses to be taken

- () Special () Permission
 () Auditor () Faculty Member

Arecibo (A)

Master of Business Administration (M.B.A.)

- Human Resources

Master of Education (M. Ed.)

- Early Childhood Education (K-3)

Master of Social Work (M.S.W.)

- Clinical Area

Mayagüez (M)

Master of Business Administration (M.B.A.)

- Accounting
- Marketing
- Human Resources
- Management Information Systems

Master of Education (M. Ed.)

- Curriculum and Teaching of Physical Education

- Early Childhood Education (K-3)

- Administration and Supervision

Master of Social Science (M.S.S.)

- Criminology

Codes Table / Tabla de Códigos

How did you learn about PUCPR?/ ¿Cómo conoció de la PUCPR?

01	Alumni	10	Professional Meeting
02	Exhibit	11	Movie Announcement
03	Visit to Campus	12	Newspaper Advertisement
04	PCUPR Employee	13	Radio Announcement
05	Fair	14	TV Advertisement
06	Friend	15	Relative
07	Counselor	16	PCUPR Student
08	Visit to High School	17	Parish Bulletin Board

Please indicate the term in which you wish to begin studies: Favor indicar el período en el cual desea estudiar / Year: Año 20			
Semester / Semestre:		Trimester* / Trimestre:	
<i>Fall - August (20) / Otoño-Agosto</i>		<i>Fall - August (10) / Otoño-Agosto</i>	
<i>Spring - January (40) / Primavera-Enero</i>		<i>Winter - November (30) / Invierno-Noviembre</i>	
<i>Summer I - June (60) / Verano I-Junio</i>		<i>Spring - February (50) / Primavera-Febrero</i>	
<i>Summer II - July (70) / Verano II-Julio</i>			

*Only available for Graduate School in Business Administration and Graduate School in Education / Disponible solo para la Escuela Graduada en Adm. de Empresas y la Escuela Graduada en Educación

Campus you wish to attend / Recinto que desea solicitar			
Ponce		Mayagüez	
Arecibo			
Off Campus	DBA-Universidad Central de Bayamón	Wyeth (MBA)	

Educational Background: List in order of attendance the colleges and universities including Pontifical Catholic University that you have attended or are presently attending / Escriba en orden de asistencia los colegios y universidades en los cuales hayas estudiado o en el que esté actualmente, incluyendo PUCPR.

Name of College or University / Nombre del Colegio o Universidad	Beginning Date / Fecha de comienzo	Ending Date / Fecha de conclusión	Major Field of Study / Campo de estudio	Degree Received / Grado Recibido

Admissions Test / Examen de Admisión

Test Name / Nombre del Examen	Date test taken (mm/yyyy) / Fecha del Examen mes / año	Score / Puntuación
GRE		
EXADEP		
GMAT		

Work Experience / Experiencia de Trabajo

Place of Employment / Lugar de Empleo	From / Desde	To / Hasta	Position and Nature of Work / Puesto y naturaleza del trabajo

Attributes / Atributos:

Faculty PUCPR (FAC) / Facultad

Seminararian / Seminarista (SEM)

How did you learn about PUCPR? (See table of codes) Como conociste la PUCPR? (Ver tabla de Códigos)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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I, the undersigned, hereby apply for admission to Graduate Studies at the Pontifical Catholic University of Puerto Rico and make the following statements as the basis of my application. If accepted as a student, I hereby agree to comply with the rules of the University and to cooperate with the Faculty and Administration and maintaining high standards of scholarship and conduct. I hereby agree that the decision of the University as to standards of scholarship and of character shall be final. I certify that the answers to the above questions are complete and accurate. El que suscribe, solicita por este medio la admisión a los estudios graduados en la Pontificia Universidad Católica de Puerto Rico y hago las declaraciones siguientes como base para mi solicitud. Si soy aceptado como estudiante, acepto seguir las reglas de la Universidad y cooperar con la facultad y la administración en mantener un nivel alto de estándares de buena conducta. Acepto por este medio que la decisión de la Universidad en cuanto a estándares de la beca será final. Certifico que las respuestas a las preguntas antedichas son completas y exactas.

Signature of Applicant / Firma del Solicitante _____ Date/ Fecha: _____

Important Notes / Notas importantes:

All records submitted for establishing eligibility for admissions become permanent property of the Pontifical Catholic University of Puerto Rico and are not returnable. Todos documentos sometidos en la solicitud de admisión son permanentemente propiedad de la Pontificia Universidad Católica de Puerto Rico y no se devolverán.

- The application for admission is valid for one academic year only. If the applicant does not complete the requirements and decides to come for a later session he must fill a new application form and send the corresponding requirements.** La solicitud de admisión es válida por un año académico solamente. Si el solicitante después de este año no completa los requisitos y decide regresar para otro semestre o trimestre tendría que completar nuevamente la solicitud de admisión y demás requisitos.
- Misrepresentation or falsification of information requested in this application may be considered sufficient reason for refusal of admission or exclusion from the University.** Falsificación de la información solicitada en esta aplicación puede considerarse suficiente razón para la denegación de la admisión o de exclusión de la universidad.

The Pontifical Catholic University of Puerto Rico provides equal opportunity in its admissions procedures regardless of religion, gender, race, color, age, national origin or handicap. Individuals requiring reasonable accommodation should visit our Office of Services for Handicapped Persons known in Spanish as Oficina de Servicios a Personas con Impedimento (OSPI). This office is located in the Student Center, Office # 113 extension 1453. La Pontificia Universidad Católica de Puerto Rico no discrimina por motivos de raza, color, edad, género, origen nacional, origen económico o social, ideas políticas, religiosas o por impedimentos. Las personas que entiendan que necesitan acomodo razonable, deben visitar nuestra Oficina de Servicios a Personas Impedidas (OSPI) localizada en el primer piso del Centro de Estudiantes, Oficina 113, teléfono 787-841-2000, extensión 1453.

For Official Use Only / Para Uso Oficial Solamente			
Received / Recibida		Admission Fee / Cuota de Admisión	
Date / Fecha		Date / Fecha	Admission Type / Tipo de Admisión
ID		By / Por	Program / Programa
		Amount / Cantidad	By / Por Date / Fecha

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
GRADUATE STUDIES

2250 Ave. Las Américas, Suite 584
Ponce, P.R. 00717-9997
(787) 841-2000, ext. 1000
Fax (787) 651-2044

LETTER OF RECOMMENDATION

Instructions: Fill out parts I and II on the upper part of this form except B of part I which is to be completed by your reference. Have this form filled out by the person who offers the recommendation and asks him/her to send it directly to the Office of Admissions, Pontifical Catholic University of Puerto Rico, 2250 Ave. Las Américas Suite 584, Ponce, P.R. 00717-9997

I. General Data

Social Security: _____ - _____ - _____

A. Name of Applicant: _____

Graduate Program (area of specialization): _____

B. Name of the person who recommends

Position: _____

Institution: _____

Postal Address: _____

Residential Address:

Telephone Res. _____

Off. _____

II. Right of access to the information

_____ I waive my right to know the _____
know the content of this letter of recommendation.

I do not waive my right to

Signature of Applicant

III. Knowledge of the applicant

1. I have known the applicant for a period of: _____

2. I have associated with him/her in my position as:

- _____ Professor of a course
- _____ Professor of various courses
- _____ Director of his/her department of specialization
- _____ Academic counselor
- _____ Guidance Counselor
- _____ Immediate supervisor
- _____ Other (Specify)

IV. Evaluation of the applicant

In each space provided below, write the number that corresponds to the term that best describes the capability of the applicant. Use the following scale:

- 5 Exceptional (Among the best you have known during your professional life)
- 4 Excellent (Among the best in his/her group-top 10%)
- 3 Good (Above average - from 11 - 20%)
- 2 Average (From 21 - 30%)
- 8 Not observable
- 9 Not applicable

- _____ Knowledge of his/her field of specialization
- _____ Intellectual capacity
- _____ Motivation and perseverance to reach his/her goals
- _____ Ability to carry out independent work
- _____ Capacity to work in groups
- _____ Ability to do research
- _____ Analytical ability
- _____ Skill in oral expression (Spanish)

- _____ Skill in oral expression (English)
- _____ Skill in written expression (Spanish)
- _____ Skill in written expression (English)
- _____ Responsibility
- _____ Probability of success in graduate studies
- _____ General evaluation

V. Comments or suggestions that can be help to the Committee on Admissions in the evaluation of the candidate.

Date

Signature