

**UNIVERSITY OF PUERTO RICO
RÍO PIEDRAS CAMPUS
OFFICE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH**

General Instructions

Students interested in applying to graduate programs at the University of Puerto Rico, Río Piedras Campus use the electronic admission application. The Office of the Dean of Graduate Studies and Research has computer stations available for this purpose. Only students without Internet access must fill paper applications.

ADMISSION: Students interested in applying for admission to graduate studies at the University of Puerto Rico, Río Piedras Campus should carefully review these instructions and verify the general and specific requirements for admission established by the program of interest. Requirements specific to each graduate program can be found in the Catalog of Graduate Studies 2003-2006, on the website of the Office of the Dean of Graduate Studies and Research <http://graduados.uprrp.edu/>, and on each program's website. It is also important to verify the application deadlines, because they vary. Once the application and all required documents are received, each graduate program evaluates and selects candidates for admission. Any questions about specific admissions requirements should be directed to the program of interest.

APPLICATION DEADLINES: All graduate programs have application deadlines for the first semester of each academic year, which begins in August. Deadlines for August 2006 admission are:

January 15

Social Work (doctorate)

January 31

History
Physics
Psychology

February 1

English
Linguistics
Comparative Literature
Mathematics
Translation

February 28

Business Administration
Public Administration
Architecture
Biology
Information Science and Technology
Communication
Rehabilitation Counseling
Education
Hispanic Studies
Philosophy
Planning
Chemistry
Sociology
Social Work (master's)

March 15

Economics

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Some programs also admit students for the second semester. The deadlines for **January 2007** admission are:

<u>September 1</u> Business Administration Biology	<u>September 30</u> Philosophy
<u>September 15</u> Public Administration English (master's)	<u>October 15</u> Economics

GENERAL REQUIREMENTS AND ADMISSION INDEX: Applicants to graduate programs must fulfill the following general requirements:

1. Bachelor's degree or equivalent from a recognized college or university.
2. Knowledge of Spanish and English
3. Mastery of other languages, according to the program of study
4. Capacity for critical analysis
5. Minimum grade point average of 3.00 on a 4.00 scale
6. Composite admission index as determined by the program, which assigns the appropriate weight to the following criteria:
 - o Overall grade point average
 - o Average in areas or courses relevant to the program of study
 - o Scores on admissions tests
 - o Letters of recommendation
 - o Interviews
 - o Presentation of written work in which the applicant explains his or her interest in the field of study
 - o Other specific criteria established by the program (see the section on specific admissions requirements)

(Certification No. 72 of 1991-92, Academic Senate)

SPECIFIC ADMISSION REQUIREMENTS: All programs have some specific requirements for admission. Graduate programs may also have prerequisite courses for admission. In order to obtain information about the requirements, courses, and documents that must be submitted with the *Application for Admission to Graduate Studies* please visit <http://graduados.uprrp.edu/>.

INTERNATIONAL STUDENTS: It is highly recommended that international students familiarize themselves with the rules and procedures of the US immigration service. International students should apply at least 90 days prior to the application deadline established for each program and described in the section on **deadlines**. In order to apply for **August admission** to graduate programs, international students should apply before **November 15**. For those programs that have January admission, international students should submit their applications before **May 1**. For additional information of interest, visit <http://graduados.uprrp.edu/>.

APPLICATION FOR ADMISSION TO GRADUATE STUDIES: It is highly recommended that students interested in applying to graduate programs at the University of Puerto Rico, Río Piedras Campus use the electronic admission application available at <http://graduados.uprrp.edu/>. The Office of the Dean of Graduate Studies and Research has computer stations available for this purpose. Only students without Internet access must fill paper applications.

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LETTERS OF RECOMMENDATION FOR GRADUATE STUDIES: The majority of graduate programs at UPR-RP require that students submit letters of recommendation using the form provided by the institution. The applicant should ask the person who will write the recommendation if he or she prefers to use the electronic or paper form. The paper form is available in the graduate program.

Number of letters of recommendation required by college:

College	Number of letters		
	3	2	0
Business Administration		X	
Architecture		X	
Natural Sciences	X		
Social Sciences			X
Information Science y Technology		X	
Communication		X	
Education		X	
Humanities		X	
Planning		X	

TRANSCRIPTS: All applicants must submit two official transcripts and degree certifications from each institution previously attended.

GRADUATE SCHOOL ADMISSIONS TESTS: Most graduate programs require that students take admissions tests for graduate studies.

EXADEP (former PAEG)

Information Science and Technology
 Communication
 Hispanic Studies
 College of Business Administration*
 College of Social Sciences
 College of Education
 Planning

* One of the two tests is required.

GRE (in the area of specialty)

College of Natural Sciences

GMAT

College of Business Administration *

TOEFL

College of Natural Sciences

MAILING OF DOCUMENTS: Documents required by the programs should be mailed to:

Office of the Dean of Graduate Studies and Research
 P. O. Box 21790
 University of Puerto Rico
 Río Piedras Campus
 San Juan, PR 00931-1790

Required **portfolios** should be mailed or submitted directly to the graduate programs. The only two programs that require portfolios are:

Graduate School of **Architecture:**

Physical Address

Mailing Address

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Graduate School of Architecture
Edificio de Arquitectura
University of Puerto Rico
Río Piedras Campus

Graduate School of Architecture
P. O. Box 21909
San Juan, PR 00931-1909

Graduate School of **Communication**:

Physical Address
Graduate School of Communication
Edificio de Comunicación
University of Puerto Rico
Río Piedras Campus

Mailing Address
Graduate School of Communication
P. O. Box 21880
San Juan, PR 00931-1880

FINANCIAL AID: The Río Piedras Campus has several programs for financing graduate studies. Those students who are citizens of the United States can apply for need-based grants, work-study, and student loans. United States citizens, as well as foreign students, may apply for other scholarships based on merit or research and teaching and research assistantships for graduate studies once they are admitted. In order to take advantage of these programs, students must complete the Institutional verification Form and the FAFSA (www.fafsa.ed.gov). For additional information, check the available information at <http://graduados.uprrp.edu/>.

APPLICATION FEE: All applications for study at UPR-RP must be submitted with the application fee in order to be processed. The cost of the application fee is as follows:

Admission - \$20.00

Students who apply for regular or conditional admission for the first time to the graduate program of interest

Readmission - \$33.00

Students who wish to continue their graduate studies following an interruption and plan to study in the same academic program in which they had previously studied

Transitory Studies - \$20.00

Students who will take courses in order to fulfill a prerequisite for admission to the graduate program of interest or for professional development

Special Permission - \$20.00

Students from other UPR campuses or other institutions who need to take graduate courses without admission to a graduate program

You can pay online, by mail, or in person. Once you have completed the Application for Graduate Studies, the electronic system will present various options for paying the application fee.

Payment on line is made once you submit your application. The system allows you to use ATH from Banco Popular de Puerto Rico, Visa or Master Card. It is highly recommended to use this method because the payment will be registered immediately.

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Payment by mail should be with a cashier's check or money order made out to UPR-RP (do not use personal checks). The cashier's check or money order should be accompanied by the payment coupon and the receipt provided by the system once this option is selected. Mail your payment to:

Oficina de Recaudaciones
P.O. Box 23315
University of Puerto Rico-Río Piedras Campus
San Juan, P.R. 00931-3315

You can also **pay in person** at the Bursar's Office located on the first floor of Edificio Eugenio María de Hostos. At the Bursar's Office you can pay the application fee with cash, debit card, Visa, or MasterCard.

The application fee is non-refundable. The payment should be received before the deadline for submitting the Application for Admission to Graduate Studies. If you have questions or problems regarding payment of the application fee, contact the Office of the Dean of Graduate Studies and Research (E-mail: admisionesgrad@uprrp.edu).

DOUBTS OR QUESTIONS ABOUT THESE INSTRUCTIONS: If you have any doubts or questions about the admission application process, you may contact the Office of the Dean of Graduate Studies and Research (E-mail: admisionesgrad@uprrp.edu).

DEGI-Instrucciones Generales AY- Noviembre 2005

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