



# INSTITUTO TECNOLOGICO DE PUERTO RICO

Technological Institute of Puerto Rico  
**Admissions Policy**  
2021-2022



GOVERNMENT OF PUERTO RICO  
COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF EDUCATION-ITPR

## ADMISSIONS POLICY

### Admissions

The Admissions Office evaluates all requests made by candidates who wish to be admitted as students of the Institution. The office interviews all candidates, informing them about the admissions requirements: it receives all those documents that are necessary to complete the admissions process, and determines the admissions eligibility through an equitable evaluation of all candidates.

This office is also in charge of the promotion and disclosure of ITPR's academic offer.

### Admissions Process and Requirements

- Being a candidate to high school graduation, or having graduated from an accredited public or private high school; evidence of homeschooling, such as the "*Examen de Equivalencia de Escuela Superior*" (EEES) administered by the Department of Education of Puerto Rico, or being in possession of a GED certificate. Processing the conversion of his or her results with the Department of Education of Puerto Rico shall be the candidate's responsibility.
- Submitting a properly filled out Admissions Request form.
- Paying the twenty dollars (\$20) admissions fee using a certified check or money order payable to the Finance Office. The check or money order shall include the student's printed name. Admissions fees are nonrefundable, non-transferable, and expire after one year.
- Submitting an official high school, or college, credit transcript as applicable.
  - Students coming from high school shall submit a final transcript showing the student's grade point average and graduation date (the transcript must be an official one, including the high school's seal, and it must be received by the Institution in a sealed envelope).
  - The processing of both the official credit transcript, and the Dean's Recommendation form shall be responsibility of the transfer student; the documents must be sent from the university of origin directly to ITPR's Admissions Office.
- Submitting the official results of the "*Prueba de Evaluación de Admisión Universitaria*" (PEAU), which was administered in Puerto Rico until June 2017, or the results of either the "*Prueba de Admisión Universitaria*" (PAA), administered in Puerto Rico as of 2017, or the Scholastic Aptitude Test (SAT) administered by the College Board; or any other equivalent accredited test. Said requirement applies to candidates under the age of 23.

Upon being admitted, students will turn in a Health Certificate and the Immunization Certificate (form PVAC-3).

Said documents will be kept in a confidential file in accordance with the provisions of the Federal Family Educational Rights & Privacy Act (FERPA).

All candidates who wish to request admission to ITPR must have a minimum grade point average of 2.00, and the minimum for being admitted to the Associate Degree in Radiologic Technology is 2.50. Candidates shall also possess an Admissions Index (IDA) of one hundred and twenty-five (125) points. The IDA will only be calculated for those candidates under the age of 23 who are requesting admissions under the classification of regular student.

The Admissions Index (IDA) will be calculated using the following two factors:

- From the College Board results report, scores from the **Verbal Reasoning** section of the PEAU, or scores from the **Reading and Writing** section of the PAA. Such scores will account for a twenty-five percent (25%) of the Index.
- From the College Board results report, scores from the **Mathematical Reasoning** section of the PEAU, or scores from the **Mathematics** section of the PAA. Such scores will account for a twenty-five percent (25%) of the Index.
- The candidate's high school average will be converted to a score that ranges from a 200 to 800-point grading scale, and will account for a fifty percent (50%) of the Index.

Students who are 21 years of age or older are not required to submit the Immunization Certificate (except those students who were admitted to the Associate Degrees in Nursing or Radiologic Technology). Students 23 years of age or older are not required to submit College Board results in order to request admission to ITPR. Tests administered by the College Board expire after five years.

The admission of students who meet the above mentioned requirements is subject to the number of spaces available for each program.

Students interested in the Radiologic Technology, and in the Nursing programs of study shall attend the respective orientation sessions. Upon being admitted, students shall submit the following documents to the coordinator of the applicable program of study:

- Original Immunization Certificate (form PVAC-3) issued by the Department of Health Services (students under the age of 21). The PVAC-3 certificate must be printed off from the Puerto Rico Immunization Registry (PRIR) system. Hepatitis B vaccine (3) doses, Varicella (2) doses and/or a Quantitative certificate (laboratory exam measuring antibody levels).
- Seasonal Flu vaccine.
- Health Certificate.
- Certificate showing the lack of criminal record.
- Certificate as per Act No. 300 – Verification of Credentials and Criminal record of those providers working with children and handicapped persons, and health professionals.
- Any other document as required by both public policy, and current regulations of the corresponding profession.

Students requesting admissions to the program of study in Biomedical Engineering Technology shall submit the above-mentioned documents at the time of their participation in the Occupational Practice.

Affiliated to the Department of Education, ITPR reserves the right to cancel from its academic offer any program of study whose official enrollment does not meet the required minimum number of students as per current public policy.

## Status of the candidates

### Regular students

Students who completed high school requirements or its equivalent, or those who did not attend any postsecondary institutions.

### Conditional Admission

Students whose high school academic rate, or whose "*Examen de Equivalencia de Escuela Superior*" (EEES) score, is between 1.90 and 1.99 points may be admitted to ITPR, and enrolled in a first semester of classes of the General Education Component, up to a maximum of twelve (12) credits. Students under the age of 23 shall possess an Admissions Index (IDA) score of one hundred and twenty-five (125) or higher.

The status of Conditional admission will have a duration of one semester, during which students shall pass all attempted credits, obtaining an average grade point of 2.00 or higher. Upon meeting the above mentioned requirements, students will be able to enroll to the following semester of their chosen program of study.

### Homeschooling students

Students who completed homeschooling. These must meet the admissions requirement established by the Institution, submitting an affidavit indicating that they completed their studies through homeschooling, or a notarized certification that indicates that the student was educated in a homeschool setting. The "*Certificación de Equivalencia*" issued by the Department of Education of Puerto Rico may also be requested, as applicable. Moreover, students within this category shall present College Board test results. Students must have obtained a minimum score of 500 with regard to the **Mathematical Reasoning** and **Verbal Reasoning** sections (PEAU), or a score of 500 with regard to the **Mathematics** and the **Reading and Writing** sections (PAA).

### Transfer students

Students coming from an accredited postsecondary institution. Classified as follows:

- Students with approved credits from a postsecondary institution.
- Students possessing an undergraduate, or graduate degree (Associate Degree, Bachelor's Degree, Master's Degree, or PhD). Such students cannot request the exemption of tuition payment for institutional scholarships.

Said students shall submit a duly filled out Dean's Recommendation Form from the institution of origin, and cannot have been suspended for disciplinary reasons.

Credits will be transferred in accordance with the Institution's Transfer Policy.

### **Auditor students**

Students who wish to attend a class and whose participation would be limited by the fact that they are not subject to evaluation requirements, and who would not be receiving any grading. Said students shall only comply with the submission of the following documents:

1. Paying the admissions fee.
2. Filling out and submitting the Admissions Request form.
3. Submitting a Health Certificate.

### **Students from the “*Articulación Universitaria*” program**

#### **Active secondary students**

Students who wish to attend classes at ITPR who are enrolled in a program of study at one of the following:

- Vocational High Schools.
- High Schools having Occupational offerings.
- Specialized High School.

These students must meet all the admissions requirements established within the manual of the “*Programa de Articulación Postsecundaria Técnica Universitaria*”, and by the current Dual Enrollment Program.

#### **Secondary Graduates**

Students who graduated from one of the above mentioned schools who wish to keep studying toward an Associate Degree in their area of expertise. The transfer of credits will be performed in accordance with the manual of the “*Programa de Articulación Postsecundaria Técnica Universitaria*”, as well as the current Dual Enrollment Program.

### **Students possessing a Postsecondary Technical-Vocational Certificate**

Students who completed a technical-vocational certificate at a postsecondary institution that is both accredited and authorized by the relevant authorities.