

ASSISTANT DEAN'S OFFICE FOR STUDENT AFFAIRS  
DEAN'S OFFICE OF GRADUATE STUDIES AND RESEARCH  
UNIVERSITY OF PUERTO RICO  
RÍO PIEDRAS CAMPUS



## GRADUATE ADMISSIONS GUIDE

Ivelisse Acevedo Moreno, Ph.D.  
Sofía Giuliani Fernández  
María L. Castro Romero  
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## **I. Introduction**

The Assistant Dean's Office of Student Affairs of the Dean's Office of Graduate Studies and Research (DEGI, for its Spanish abbreviation) is the academic unit responsible for handling the graduate admissions at the University of Puerto Rico Río Piedras Campus. To fulfill the assignment, this Dean's Office prepares an admissions calendar for each academic session that will guide the admissions processes with the graduate programs involved. This calendar, which is shared with the graduate programs, contains information about the opening and closing dates for applications for admission, readmission and study leave; the deadline for graduate programs to submit admission decisions; as well as the date on which welcome orientations and the graduate school fair will be held, among other activities or actions for the academic year. This guide was created with the objective of providing guidance on the admission process to students and administrative and teaching staff of the graduate level academic programs, as well as to those interested in pursuing graduate studies at our institution. In addition, this guide operates in accordance to Academic Senate Certification 95, 2019-2020: Academic Policy for Graduate Studies at the Río Piedras Campus.

## **II. Types of Admissions**

Those interested in pursuing graduate studies at the University of Puerto Rico Río Piedras Campus will have the following alternatives: regular, conditional, and deferred admission, and readmission. In addition, there are study permits. The following definitions of admission alternatives come from Academic Senate Certification 95, 2019-2020:

### **a. Regular admission**

Admission granted to applicants who, after obtaining a bachelor's or master's degree, apply for admission to a graduate program of their interest for the first time and meet all admission requirements. It is important to note that this is the only type of admission that international students can receive, in accordance to the regulations of the Federal Department of Immigration.

### **b. Conditional admission**

Admission granted to applicants who do not meet all the required academic criteria, when the Graduate Program believes these can be met in one or two academic sessions. The conditions to be met, the term, and the consequences of not complying with these conditions must be communicated to the student in writing. The conditions must be met in the semester or in that first academic year in which conditional admission is granted. The graduate schools and programs are responsible for the academic advising of students with conditional admission, as well as verifying that they have complied with the conditions imposed within the stipulated term. Otherwise, the program must dismiss the student. It is important that each Graduate Program notifies DEGI in writing

whether or not the student complied with the stipulated conditions within the established term.

It is important to note that international students on F-1 visas may not receive conditional admission.

**c. Deferred admission**

Deferred admission is a privilege that graduate school and programs can grant to talented candidates who wish to postpone their admission for a semester or a year.

For more information on the application process, please refer to: Request for Deferral in this guide, as explained in Section VII.

**d. Readmission**

Readmission is granted to a person who, after being inactive on the Student Information System (SIE, for its Spanish abbreviation) for one semester or more, wishes to continue their graduate studies in the same academic program in which they had studied prior to the interruption.

For more information on eligibility to apply for readmission, please refer to the section: Readmission Application.

**e. Non-degree admission: Study permit**

This is a permit granted to people who wish to take graduate courses or who need to fulfill a prerequisite in order to apply to a graduate program or school. Study permits can be requested up to the first day of classes and lasts for one academic semester. At the end of the semester, if the person wishes, they may apply for another study permit that qualifies them to study for an additional semester. It is important to note that study permits cannot be granted for more than one year (two academic semesters) and only a maximum of six credits per semester can be registered.

### **III. Admission Application Process**

To access the Río Piedras Campus graduate studies admission application, you must create an account on the University of Puerto Rico Admissions Portal (<https://solicitud.upr.edu/>). After creating the account, you must select the application for admission, readmission, or graduate studies permit of the Río Piedras Campus (UPR-RP). Proceed to complete and save each section of the application. Attach all required documentation and information requested to pay and submit the application.

**a. Dates for semester programs:**

During the academic year, there are two periods in which regular admission to semester programs may be applied for. The application for admission to the first semester (August) is available from November of the previous

academic year until April of that calendar year. The application for admission to the second semester (January) is available from May until October prior to the date of admission. All graduate schools and programs admit students for the first semester (August) of each academic year. However, not all admit students for the second semester (January). To view the programs and graduate schools that admit students in January, please visit the deadlines section of our website via the following link:

[https://graduados.uprrp.edu/estudiantiles/admisiones\\_graduadas/fechas-limites/](https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/fechas-limites/)

**b. Dates for trimester programs:**

The application periods for trimester programs are different from those for semester programs. Our trimester offerings include: Master of Business Administration, online; and Master in Project Management, online. You can apply to the online Master in Business Administration (iMBA) during three different periods. The application to begin studies in the first trimester (August) is available from January to April. The application for the second trimester (November) is available from May to September. Lastly, the application for the third trimester (March) is available from December to January. However, you can only apply for admission to the Master in Project Management for the first trimester (August).

Certain programs require applicants to include a particular document and, therefore, we recommend that each applicant read the admission requirements of the graduate program they are interested in before completing the application (these are listed in the next section). For a more detailed tutorial on how to fill the graduate admission application, you can access the following link:

<https://www.youtube.com/watch?v=OzQ62dUgzdl>

**c. Admission Requirements**

The University of Puerto Rico Río Piedras Campus has general admission requirements that apply to all graduate programs. However, each graduate program has additional admission requirements. The applicant can view them on the Dean's Office of Graduate Studies and Research (DEGI) website. Access it through the following link:

[https://graduados.uprrp.edu/estudiantiles/admisiones\\_graduadas/requisitosgraduados/](https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/requisitosgraduados/)

**i. General admission requirements**

1. Bachelor's or master's degree (depending on the requirements of the academic program to which admission is sought).
  - a. International students must have their international credentials evaluated and approved.

2. Minimum GPA of 3.00 in a scale of 4.00. Each program will address exceptional cases according to their individual merits (Academic Senate Certification 95, 2019-2020).
3. Fluency in Spanish and English.
4. Capacity for critical analysis.<sup>1</sup>

## ii. Specific admission requirements

1. Academic Senate Certification 95, 2019-2020 states that each graduate program has the right to establish additional admission requirements to the general requirements and to assign them the desired relative value. The additional admission requirements listed in Academic Senate Certification 95, 2019-2020 are:
  - a. Grade point average in areas or courses pertaining to the program o study.
  - b. Scoring on admission test(s) - Each program may require taking a test(s) as an admission requirement. Tests may be oral, written, or both.
  - c. Letters of recommendation.
  - d. Interviews.
  - e. A written paper in which the applicant explains their interest in the discipline or area of knowledge, object of study, or any other topic established by the program.
  - f. Other requirements specific to and necessary for the discipline or area of knowledge.
  - g. Language requirement: The graduate program will determine if a third language is required and the minimum level of proficiency desired.

## d. Steps to complete the admission application

The admission application (on the Next Portal) will be available for sessions in which the graduate programs are open for admission. Therefore, it is important that you verify whether the graduate school or program of your interest admits students in the session in which you wish to begin graduate studies. In addition, it is important to verify the admission requirements of the program of interest. Those interested in applying for admission to the *Juris Doctor* or the *LL.M in-person program* must access [Admisión - Escuela de Derecho de la UPR](#), since the provisions and procedures of said School differ from those described in this section. Therefore, we recommend writing to [admisiones.derecho@upr.edu](mailto:admisiones.derecho@upr.edu).

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<sup>1</sup> The programs with this requirement are the following: Master in Business Administration, Doctor of Education in Leadership in Educational Organizations, Master and Doctor in Hispanic Studies, and Master of Arts in Linguistics.

- i. Once you have read the admission requirements and confirmed the program of interest admits students for the term you wish to begin studies, you must access the Admissions Portal of the University of Puerto Rico through the following link: <https://solicitud.upr.edu/>.
- ii. Create an account in the admissions portal using an email address. It is important that you have access to this email address, since it is there that you will receive the following notifications:
  - a. The documents attached to your application were validated or rejected
  - b. The recommender submitted the form and/or letter of recommendation
  - c. The decision on your application (Accepted or Denied)
  - d. Steps to follow once accepted to graduate studies
- iii. Select the campus to which you wish to apply for admission. In this case, you must select the Río Piedras Campus.
- iv. The available Río Piedras Campus applications will appear on the platform. You will select the application of interest.
- v. You must complete the following parts of the application:
  - i. Personal Information
    - a. You must provide information such as first and last names, date of birth, town and country of birth, etc.
  - ii. Contact Information
    - a. You must provide your mailing address, phone number, and email address.
  - iii. Emergency Contact
    - a. You must provide the name and phone number of someone who can be contacted in case of an emergency.
  - iv. Residency and Citizenship
    - a. You will be asked whether you are a U.S. citizen or to state your country of residence. If you are not a U.S. citizen and have a visa, you must provide your visa number.
  - v. Financial Aid Information
    - a. You will be asked if you are interested in the [Formative Academic Experiences Program \(PEAF, for its Spanish abbreviation\)](#).  
Important: This does not guarantee that you will be selected to participate in the program. However, if you select “not interested”, you will not be eligible to participate in the program.
  - vi. Study Alternatives
    - a. You will select the academic degree you wish to apply for.
  - vii. Universities



- a. You must state the institutions where you have completed studies, the degree(s) you are pursuing/have obtained, the admission and graduation date, etc.

viii. Examinations

- a. If the selected program requires the applicant to take an exam, this section will be enabled to state the exam and the examination date.

ix. Recommendations

- a. In this section, you will write the full names and email addresses of those who will recommend you for graduate studies.
- b. Once you pay and submit the application, the referrers will receive an email with instructions and credentials to log into the Admissions Portal and submit the recommendation form<sup>2</sup>.
- c. Note: The number of required recommendation varies by graduate program. Some programs require two recommendations, while others require three. This section of the application will show the amount of required recommendations according to the requirements of the selected graduate program. This information can also be found in the admission requirements of the program of interest.
- d. In general, recommendations should be written by faculty (professors, coordinators, deans, etc.), as well as by professionals, such as employers. You must verify the admission requirements of your program of interest, as some programs require that recommendations be from professors in a specific area.

x. Required Documents

- a. You must attach the documents required by the program to which you are applying. These are identified with a red asterisk (\*). Some of the required documents are:
  - Official transcripts of all degrees conferred (bachelor's and/or master's degrees or their equivalents).
  - 1. These must be sent to [admisiones.degi@upr.edu](mailto:admisiones.degi@upr.edu) or by mail to:

MARIA CASTRO  
 DECANATO DE ESTUDIOS GRADUADOS E  
 INVESTIGACIÓN  
 18 AVE UNIVERSIDAD 1801  
 SAN JUAN, PR 00925

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<sup>2</sup> Form where the people selected by the applicant will give their recommendation. The form contains a number of questions that are answered by selecting the alternative that best applies. In addition, there is a space to include any document that the referrer would like to share.

**Important:** Applicants who study or already completed their academic degree in foreign universities must submit their academic credentials evaluated and certified by an institution accredited by the National Association of Credential Evaluation Services ([NACES](#)). You must make sure to get a course by course evaluation. Official documents must be sent digitally to: [admisiones.degi@upr.edu](mailto:admisiones.degi@upr.edu) or by mail to:

MARIA CASTRO  
 DECANATO DE ESTUDIOS GRADUADOS E  
 INVESTIGACIÓN  
 18 AVE UNIVERSIDAD 1801  
 SAN JUAN, PR 00925

- Certificate of degree completion
- Statement of purpose
- Resume or Curriculum Vitae
- Research work or publications
- Portfolio
- Test results

**Important:** There is required information that the student must include (e.g. first name, last name, date of birth, mailing address, etc.). Required information is marked with a red asterisk (\*). It is important to fill out this information since, if not provided, the platform will not allow the applicant to pay and submit their application for graduate studies.

vi. Payment

Once you fill out all the information and upload the required documents, you can make the payment. Payment is made electronically using a Visa or MasterCard credit card. You can also use a Banco Popular debit card (ATH) with Visa logo.

The application fee for graduate admission or study permit is US \$30.00; the readmission application fee is US \$35.00.

vii. Submit the application

After making the payment, you must return to the application and submit it. You should receive an email with confirmation of payment and submission.

After submitting the application, you will see a “PENDING” status.

#### IV. Considerations for people with functional diversity

The University of Puerto Rico Río Piedras Campus guarantees equal access to the graduate admission process. People with functional diversity (disabilities) interested in applying for admission to graduate studies at the Río Piedras Campus have the right to request reasonable accommodations and/or modifications as early as the application stage. This in accordance to Academic Senate Certification No. 95 (2019-2020), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), among other applicable laws. A modification means any necessary accommodation, change or adjustment in policies, practices, or procedures and activities in the postsecondary environment to enable a student with a disability to have equal access to, participate in, benefit from, or enjoy all activities, settings, or practices.

If, upon reviewing the criteria of the Graduate Program of their interest, the applicant understands that they require modifications to participate on an equitable basis, they may request the reasonable accommodation or modification service. The Office for Students with Disabilities (OSEI, for its Spanish abbreviation) of the Río Piedras Campus will evaluate the request and, if eligible, will issue the corresponding recommendation. Admission decisions are based on merit and program requirements. Request for accommodations does not hinder or interfere with each graduate program's evaluation of the admission requirements against the merits of each applicant or with their determination.

##### a. When to apply

The request for accommodation or modification for the admission process to a graduate program must be submitted **at least two weeks before** the closing of the admission process, as established each academic year in the graduate admissions calendar published by the Dean's Office of Graduate Studies and Research of the Río Piedras Campus.

##### b. How to apply

Any person interested in requesting accommodations or modifications during the graduate admissions process is required to **complete the application form. The required form is available through the following link:**  
<https://form.jotform.com/252543666429061>

##### c. Confidentiality

Medical information and any clinical documentation required as part of the request for reasonable accommodation or modification is handled in strict confidence by OSEI personnel. Neither DEGI nor the graduate programs or schools will have access to this information. Only the certification with the recommendation for

reasonable accommodation or modification will be shared (when applicable), without including diagnoses or clinical details.

**d. Contact information**

For questions or assistance, write to [oapi.rrp@upr.edu](mailto:oapi.rrp@upr.edu) and/or call extension 86360. Access the [OSEI website](#) for more information.

**e. Determination**

OSEI's recommendation on the request for accommodation or modification for admission purposes is based on the individualized assessment of each case and the evidence provided. The letter of recommendation for accommodation by OSEI will be forwarded to DEGI for disclosure on the application of the individual with functional diversity. The Graduate Program Committee will receive the candidate's application along with a recommendation of reasonable accommodation to honor it according to their resources. Approval of the request for reasonable accommodation is not automatic; OSEI decides eligibility based on the evidence presented and an interview with a rehabilitation counseling professional. OSEI then coordinates, with the graduate program, implementation of the accommodation through an interactive process.

OSEI will notify the corresponding officials at the School of Law of any requests for reasonable accommodation made by applicants to the *Juris Doctor* or the in-person *L.L.M.*

**f. Future services**

If admitted, the student with functional diversity will also have the right to request reasonable accommodations while completing their degree. To request reasonable accommodations, the student must file the corresponding application through the regular process established by OSEI.

**V. Application Evaluation Process**

The Graduate Admissions Official of the Dean's Office of Graduate Studies and Research (DEGI) verifies all the applications for admission to graduate studies. This official will be responsible for validating the applications and forwarding them to the Graduate Affairs Committee (or its equivalent) of the corresponding graduate program or school. The Graduate Affairs Committee (or its equivalent) of each school or program will be in charge of evaluating, selecting, and recommending the candidates for admission, readmission, or study permit (Academic Senate Certification 95, 2019-2020). The committee will be constituted by the director and/or coordinator and professors of the department or school and/or graduate program. However, this process is not the same for

applications to the *Juris Doctor* or to the *LL.M.*; you should refer to the School of Law for more information.

**a. Evaluation process by the admissions official**

- i. Once you have submitted your application, the admissions official will verify that the information is correct. They will also verify that you have uploaded the documents required by the graduate program to which you applied.
- ii. The admissions official will verify that the transcripts are official and that each applicant has obtained or is close to obtaining a degree. They will also verify that the letters of recommendation have been received (when applicable).
- iii. The official will review and approve the documents uploaded to the application through the Admissions Portal.
- iv. You will be able to see the approved documents with a green check mark (✓) and those pending validation with a red X (X) in the admissions portal.
- v. When the admissions official begins to validate the documents, the status of the application will change to “EVALUATION IN PROGRESS BY ADM”.
- vi. If any of the uploaded documents is incorrect, the graduate admissions official will contact you either by email and/or phone to obtain the correct document.
- vii. Once all the information has been verified and validated, the application will be marked as “EVALUATED” and sent to the Graduate Affairs Committee (or its equivalent) of the corresponding graduate school or program.

**b. Evaluation process by the Graduate Affairs Committee of each graduate program or school**

After receiving the applications for admission, the Graduate Affairs Committee (or its equivalent) will evaluate them. Since each graduate school or program has different admission requirements, each committee will have its own specific process for evaluating applications. Once the committee finalizes the evaluation process for all candidates, each program director or coordinator will be responsible for publishing the admission decisions (accepted, accepted with conditions, or denied/rejected) on the admissions platform.

**c. Once applications have been evaluated and admission decisions published**

Once the decisions have been published on the admissions platform, the graduate admissions official will send the applicants an email notifying them that they can log in to the platform and view the decision issued by the graduate school or program. Students will also be able to see an official letter with the decision regarding their application. Students who were admitted will be notified by email of the deadline to accept or decline admission to the graduate program or school. If denied, applicants are informed in the letter

(that they can download from the admissions platform) of the reason for rejection. For additional information, they may contact the coordinator of the program to which they applied.

#### **VI. Request for Reconsideration**

The request for reconsideration is available for those whose admission was denied. In the decision letter, applicants are informed that, if denied, they may request reconsideration on or before 15 calendar days from the date of rejection. The applicant must contact the graduate program or school to which they applied by email or letter and request to be reconsidered. The graduate program or school will decide whether to evaluate the applicant's request. If, after evaluation, the program or school decides to grant admission, they will notify the graduate admissions official so they can proceed with the corresponding process.

#### **VII. Request for Deferral**

Academic Senate Certification 95, 2019-2020 states that a student who is admitted for a specific academic year and is unable to attend may petition the graduate school or program to defer their admission. The graduate school or program will determine whether or not to offer deferred admission.

In this case, the student must write a letter addressed to the coordinator and/or director of the graduate school or program stating the reason why they will not be able to begin studies in the established academic session and request that their admission be deferred. If the request is approved, admission will be deferred to the next academic session—if the graduate school or program only admits students in August, admission will be deferred to the next August; if the program admits in August and January, admission will be deferred to the next academic session. The coordinator or director of the graduate school or program will notify the graduate admissions official that the student's admission will be deferred. Deferred admission will be valid for no more than one academic year. If at the end of that year of deferral the student does not begin studies, they must file a new application for admission.

The admission of an international student with I-20 may be automatically deferred if they were unable to arrive at Campus for the beginning of classes.

#### **VIII. Admitted Students**

After being notified of their admission, the graduate admissions official will send an email to students regarding the following matters:

##### **a. Health insurance**

All students of the Río Piedras Campus must have health insurance. All students who already have health insurance must provide evidence. Otherwise, they must acquire one of the University of Puerto Rico's health

insurance plans. The graduate admissions official will send all first-year students a link that will take them to the Personal Information Form, where they will either submit evidence of health insurance or choose one of the coverages of the institutional health insurance. In addition, they will be informed to whom they should send the above-mentioned form.

International students who apply for the institution's health insurance must provide a Puerto Rico mailing address that will appear in the SIE in order to be eligible.

**b. Documents required by the Medical Services Department**

The campus' Medical Services Department requires new graduate students to submit a series of documents required by the Puerto Rico Department of Health. These must be submitted through the campus' online portal. More information about each document and instructions on how to upload them to the portal can be found in:

[Documentos y Formularios - Servicios Médicos - Decanato de Estudiantes](#)

**c. UPR Portal**

The UPR Portal is the online platform where students can view their class schedule, grades, academic progress, and upload the documents required by the Medical Services Department, among other things. This page can be accessed through: [Portal UPRRP](#).

To log in to your account, you must use your institutional email address and password. Both can be found on your admission application.

**d. Registration and orientation**

Each graduate program is responsible for registering incoming graduate students in the courses they will take during their first semester. The graduate program will either contact the admitted student to do this process or let them know that they are already registered. It will be the students' responsibility to register for courses for the following semesters either through the online platform or through their graduate program. The registrar's office elaborates an academic calendar that includes the start and end dates for the registration period, as well as a document with the time slots in which students can register. This calendar is published on the registrar's website and sent by email to all students.

Some programs organize an orientation for newly admitted students prior to the start of the semester. One of the possible topics for discussion is the courses in which the program will register incoming students.

**e. Access to MIUPI**

MIUPI is a student services portal. Through this platform, students will be able to view their class schedule, confirm registration, view their invoice and

pay tuition, among other things. To access the platform for the first time, you will need your student number (you can find it in your admission application) and the last four digits of your social security number.

#### f. Confirmation of registration

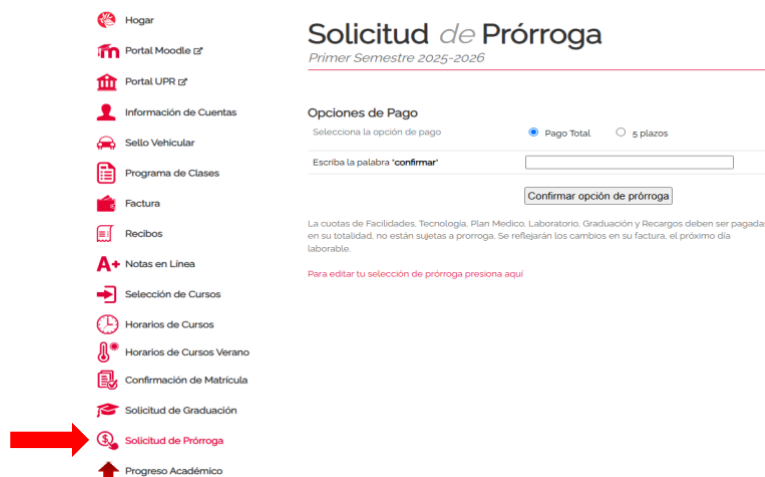
It is important to confirm registration for each academic session each time you register courses by accessing [MIUPI](#). If you do not confirm registration, you will be disenrolled from the courses and will not be eligible for financial aid or the health insurance plan. If you fail to get the courses back, you will become inactive in the Student Information System and must apply for readmission.



The screenshot shows the 'Confirmación de Matricula' page for Verano 2025. The left sidebar contains a list of navigation links: Hogar, Portal Moodle, Portal UPR, Información de Cuentas, Sello Vehicular, Programa de Clases, Factura, Recibos, A+ Notas en Línea, Selección de Cursos, Horarios de Cursos, Horarios de Cursos Verano, **Confirmación de Matricula** (highlighted with a red arrow), and Solicitud de Graduación. The main content area has the title 'Confirmación de Matricula' and 'Verano 2025'. It instructs the user to 'Llene los siguientes campos para confirmar su matricula.' and provides a checkbox for 'Deseo confirmar mi matricula', a text input field for 'Escriba la palabra "confirmar"', and a red 'Confirmar' button. A yellow box at the bottom states: 'También puede confirmar matricula a través de Putty SSH o Tera Term utilizando la cuenta de MATRICULA, en la pantalla 11M, y escribir el valor "Y" en el campo "CONFIRMACION MATR".'

#### g. Tuition payment

Once you have confirmed registration, you will get an invoice on MIUPI that itemizes the cost of the registered credits, the maintenance fee, and the technology fee. This invoice can be paid through MIUPI (preferably) or in person at the Bursar's Office. You may pay the bill in full or with a payment plan. The latter must be requested by clicking on the section titled "*Solicitud de Prórroga*" on the left side.



The screenshot shows the 'Solicitud de Prórroga' page for Primer Semestre 2025-2026. The left sidebar contains a list of navigation links: Hogar, Portal Moodle, Portal UPR, Información de Cuentas, Sello Vehicular, Programa de Clases, Factura, Recibos, A+ Notas en Línea, Selección de Cursos, Horarios de Cursos, Horarios de Cursos Verano, Confirmación de Matricula, Solicitud de Graduación, **Solicitud de Prórroga** (highlighted with a red arrow), and Progreso Académico. The main content area has the title 'Solicitud de Prórroga' and 'Primer Semestre 2025-2026'. It includes a section 'Opciones de Pago' with radio buttons for 'Pago Total' (selected) and '5 plazos'. Below this is a text input field for 'Escriba la palabra "confirmar"' and a 'Confirmar opción de prórroga' button. A note at the bottom states: 'La cuotas de Facilidades, Tecnología, Plan Medico, Laboratorio, Graduación y Recargos deben ser pagadas en su totalidad, no están sujetas a prórroga. Se reflejarán los cambios en su factura, el próximo día laborable.' and 'Para editar tu selección de prórroga presiona aquí'.



The academic calendar establishes the deadlines to make tuition payments. Academic calendars can be found on the Registrar's Office website:

<https://www.uprrp.edu/oficina-registrador/calendarios-academicos/>

#### **h. DEGI orientation**

DEGI's Assistant Dean's Office of Student Affairs provides an orientation to incoming students prior to the start of each academic semester. The aim of this orientation is to provide incoming graduate students with information on the graduate regulations set forth in Academic Senate Certification 95, 2019-2020 and the student services offered by the university.

### **IX. International Students**

#### **a. Application for admission**

International students should complete the application for admission to the program of their interest at <https://solicitud.upr.edu/>. If they have studied or completed their undergraduate degree at a foreign university, they must include their academic credentials evaluated and certified by an institution accredited by the *National Association of Credential Evaluation Services* ([NACES](#)) in the application. You must make sure to get a course by course evaluation. The official documents must be sent digitally to [admisiones.degi@upr.edu](mailto:admisiones.degi@upr.edu) or by mail to:

MARIA CASTRO  
DECANATO DE ESTUDIOS GRADUADOS E INVESTIGACIÓN  
18 AVE UNIVERSIDAD 1801  
SAN JUAN, PR 00925

#### **b. Admitted students**

If admitted, the international student will be contacted by the campus Office for International Affairs and Relations (DARI, for its Spanish abbreviation), which assists students in applying for the F-1 visa<sup>3</sup>. DARI will contact the admitted student to request evidence of admission to a graduate program, valid passport, and evidence of funds. Once the student submits the evidence, DARI will evaluate it and send the I-20 Certification to the student. Upon receiving the I-20 Certification, the student must request an appointment/interview at the U.S. Embassy in their home country. If the student is approved and receives a VISA, they must make the necessary arrangements to arrive in Puerto Rico no more than 30 days before classes begin on campus. Upon arrival in Puerto Rico, the student must report to DARI and meet with their Designated School Official

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<sup>3</sup>The F-1 VISA is a non-immigrant visa for foreign students granted by the Department of State to temporarily enter the United States for the purpose of pursuing full-time studies leading to an academic degree.

(DSO<sup>4</sup>). The official will ask for the student's passport, VISA, and other pertinent information to register the student at the university.

More information about the F-1 Visa and the application process can be found on the [Office for International Affairs and Relations \(DARI\)](#) website.

**c. Enrollment**

- i. The student must have full academic load (be registered in a minimum of eight credits or be registered for a course that counts as a full academic load) in each academic session until the degree is completed.
- ii. For each academic session, the student must confirm registration and pay.
- iii. The student must enroll in the university's health insurance plan or present evidence of private health insurance. It is important to emphasize that the student must have a local mailing address.
- iv. While attending school, international students may only work or perform paid activities within the institution for 20 hours per week.

**d. Important information**

- i. If the student has dependents (spouse and/or unmarried children under the age of 21), they have the right to apply for an F-2 Visa<sup>5</sup> and must notify the student's DSO.

For information on visas, contact the Office for International Affairs and Relations (DARI):

Phone. (787) 764 0000 Ext. 86200 / 86205

Email: [info.dari@upr.edu](mailto:info.dari@upr.edu)

**X. Course Accreditations within the Academic Regulations**

**a. Courses from other units of the UPR System and accredited institutions:**

According to Academic Senate Certification 95, 2019-2020, graduate programs may accept up to a third part of the credits required for the degree of admitted students who have pursued graduate studies in other units of the University of Puerto Rico System and/or accredited institutions, subject to the criteria established by the Graduate Affairs Committee (or its equivalent) of the graduate school or program. Accredited courses must have been passed with a minimum grade of B (or its equivalent) within a period of no more than five years prior to admission and may not have been accredited for a lower degree. Internships and practicums required by the programs will not be accredited.

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<sup>4</sup>The Designated School Official is an employee of the academic institution selected to serve as a liaison with federal agencies working with immigration and foreign students.

<sup>5</sup>Visa for dependents (spouse or unmarried children under 21 years of age) of a student with F-1 Visa.

**b. Credit by exam:**

Accreditation of university courses passed by means of exams prepared and offered by the Campus' academic departments (according to Academic Senate Certification 95, 2023-2024).

1. Active students of the Campus may request to test-out of courses. This can only be done for those academic subjects that the academic departments determine may be evaluated by means of this type of exams. The academic departments will determine which courses, if any, may be approved in this modality.
2. Requirements:
  - a. The student must obtain a minimum grade of "B" (3.00 in a scale of 4.00).
  - b. The academic department offering the exam will be responsible for notifying the Registrar's Office of the student's approval. The procedure and regulations disseminated by the Deanship for Academic Affairs and the Dean's Office of Graduate Studies and Research will be used.
  - c. Pay the examination fee at the Bursar's Office.

**XI. Application for Admission after Being Dismissed From an Academic Program**

Per Academic Senate Certification 95, 2019-2020, a student who does not comply with the academic program's criteria and/or has not completed all degree requirements by the established deadlines will be dismissed from the program or school. After one year out of the program, the student may apply for readmission or a new admission. A maximum of nine credits may be accredited<sup>6</sup>. However, the graduate school or program may impose conditions for readmission or the new admission, in a case-by-case basis, in order to ensure that the student meets the program's academic progress and retention requirements (Academic Senate Certification 95, 2019-2020).

**XII. Readmissions**

Readmission is offered to students who were admitted and became inactive in the SIE after not registering for courses for one or more semesters. A student may apply for readmission as long as they are within the time to degree for the degree they aspire to achieve. If the student has exceeded the time to degree, they will have to apply for a new admission to the program.

**a. Readmission application**

Students interested in applying for readmission will have to complete a readmission application through the university's admissions portal (<https://solicitud.upr.edu/>). Recommendation letters and statements of

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<sup>6</sup> According to Circular Letter No. 7 (1986-1987) of the Deanship for Academic Affairs: *Caducidad de cursos aprobados por estudiantes que no han obtenido el grado en el periodo reglamentario.*

purpose are not required for this application. However, the applicant to be readmitted to a graduate program will have to submit a justification in which they explain why they wish to resume their graduate studies.

**b. Time to degree:**

Each student will have a fixed period of time, according to institutional regulation, to complete their degree. Below is the timeline for completion of the Master's and Doctoral degree set forth in Academic Senate Certification 95, 2019-2020:

**i. Master's degree:**

Each graduate school or program will set a term of no longer than four (4) years from the admission date for a full-time student<sup>7</sup> to complete all degree requirements. For a professional or accredited program requiring more than 30 credits, the graduate school or program will set a deadline of no more than five (5) years from the admission date<sup>8</sup> for a full-time student to complete all degree requirements. For part-time students<sup>9</sup>, the time to complete all degree requirements will be one year in addition to the time stipulated for full-time students.

**ii. Doctoral degree:**

Students admitted on a full-time basis will have a maximum of seven (7) years from the admission date to complete all degree requirements. For part-time students, the term will be eight (8) years.

**XIII. Process for Complaints and Grievances**

Those who have a complaint about their admission process should present it to the graduate program or school to which they are applying in order to mediate a solution. If no response is received, the Dean's Office of the college or school should be contacted. In the event that further escalation of the appeal is required, it should go to DEGI, then to the Rector's Office, and then to the Presidency and the Governing Board.<sup>10</sup>

<sup>7</sup> According to Academic Senate Certification 95, 2019-2020, a full-time student is a graduate student with an academic load of a minimum of eight (8) credits per semester.

<sup>8</sup> The admission date is defined as the beginning of the academic semester in which the student first enrolled in the graduate school or program (Academic Senate Certification 95, 2019-2020).

<sup>9</sup> According to Academic Senate Certification 95, 2019-2020, a part-time student is a graduate student with an academic load of twelve (12) credits per academic year.

<sup>10</sup> Board of Governors Certification 35, 2018-2019

**XIV. Admission Processes Handled by DEGI alongside the Graduate Programs**

For each academic session, DEGI elaborates a calendar that guides the admission processes with the graduate programs. This calendar includes the following:

- i. Graduate school fair - every academic year, DEGI coordinates a graduate school fair, which usually takes place in February.
- ii. Dates to apply for admissions and to request leaves of study for each semester.
- iii. Dates for confirmation of registration and submission of documents required by the Medical Services Department
- iv. Orientation for incoming students.
- v. Information about the registration period.

In addition, DEGI will coordinate recruitment activities with the graduate programs and visits to other campuses of the UPR System to inform students about the graduate academic offerings of the Río Piedras Campus.

Other duties:

- i. Provide training to work with the admissions platform for new graduate coordinators and/or those who need a refresher.
- ii. Periodically validate access to the Next Platform.
- iii. Provide guidance to the graduate programs in case of questions regarding the admission process.