
HIGH SCHOOL DOCUMENT VERIFICATION POLICY**POLICY STATEMENT**

This admission policy applies to anyone who has a high school diploma or its equivalent, as well as transfer students or those who have studies at the post-secondary level and graduates of undergraduate programs. It provides candidates the opportunity to pursue post-secondary studies through our institution.

San Juan Bautista School of Medicine does not discriminate in admission or access to, or treatment or employment in, any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex orientation, religion, disability or color.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and Accommodation:

Yaidy L. Cruz Cordero, M.Ed.

Student Programs Director

Luis A Ferre Highway, Exit 21

Road 172 Urb. Turabo Gardens,

Caguas, PR 00726

Tel 787-743-3038 ext. 233; 3212

ylcruzcordova@sanjuanbautista.edu

Title IX Coordinator

Yolanda Miranda, Psy.D.

Associate Dean Student Affairs

Luis A. Ferre Highway, Exit 21

Road 172 Urb. Turabo Gardens

Caguas, PR 00726

Tel. 787-743-3038 Ext, 256; 255

ymiranda@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting <https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or by phone at 1-800-421-3481

TERMS AND CONDITIONSAdmissions Office

The Admissions Office has been designated with the responsibility of providing candidates interested in joining SJBSM with clear and precise information regarding the admissions requirements and procedures for each academic program. <https://www.sanjuanbautista.edu/school/admissions.html>

In addition, candidates are referred to the Financial Aid Office for information related to the financial aid available, qualifications, and alternate payment methods. <https://www.sanjuanbautista.edu/financial-aid.html>

Candidates that comply with the admission requirements of the program applying to will be referred to the corresponding Admission Committee. Each Admission Committee will evaluate all applications taking into consideration applicants' academic and personal qualifications. The analysis includes academic achievements, academic record, admission test scores that apply to the selected program, basic studies required to enter the program, ability to relate to other people and resolve problems, participation in community and scientific activities, and motivations to become a health care professional.

Verification of High School Documents from Public / Private Schools in Puerto Rico

SJBSM will verify the origin of the document that states that a candidate has completed the fourth year of high school in Puerto Rico. In doing so, the admissions officer will use the document provided by the Board of Post-Secondary Institutions (formerly CEPR), which indicates the effective date of license of the school or college to determine if the date compares with the terms of years in which the document was issued to determine its validity. is or was valid. In the event that the dates concur, the admissions officer will proceed to accept the document presented as evidence of the completion of fourth year of high school. If the date does not concur with the document provided by the Board of Post-Secondary Institutions (formerly CEPR) the candidate will be instructed to consult with the school of origin.

In situations where the information in the documents presented by the candidate is different than that provided by the candidate in the admission application, an affidavit that certifies the correct information will be required.

Verification of High School Documents from Accelerated Schools in Puerto Rico

SJBSM will verify the origin of the document that states that a candidate has completed the fourth year of high school from an accelerated school in Puerto Rico. This will apply to all candidates who come directly from high school and whose high school diploma is from an accelerated school. This procedure will also apply to transfer candidates that do not present the official transcript of the institution transferring from. In such cases the verification process will include the following information:

- The validity of the license of the accelerated school from which the student comes
- The year the accelerated school diploma was awarded.
- That the students from said schools completed their studies in accordance with the applicable requirements according to the Board of Postsecondary Institutions (formerly CEPR).

Verification of High School Documents from Equivalency Tests (GED) in Puerto Rico

Candidates that have completed their high school credits through equivalency tests must submit the official results to the Department of Education of Puerto Rico for the corresponding conversion and certification, and deliver said certification as evidence to the Office of Admissions.

Verification of High School Documents from Public / Private Schools in the United States

SJBSM will verify the origin of the document that states that a candidate has completed the fourth year of high school in the United States. In doing so, the admissions officer will use the document provided by the US department of Education published through College Navigator which indicates the effective date of license of the school or college to determine if the date compares with the terms of years in which the document was issued to determine its validity. is or was valid. In the event that the dates concur, the admissions officer will proceed to accept the document presented as evidence of the completion of fourth year of high school. If the date does not concur with the document provided by the US Department of Education the candidate will be instructed to consult with the school of origin.

In situations where the information in the documents presented by the candidate is different than that provided by the candidate in the admission application, an affidavit that certifies the correct information will be required.

Verification of High School Documents of Home Learning (Homeschooling)

Candidates from home learning (homeschooling) that apply for admission must comply with the following:

- Submit evidence of having completed a program of study equivalent to high school graduation in Puerto Rico. The equivalency must be certified by the Puerto Rico Department of Education. Equivalence of the academic index obtained must meet the established minimum GPA requirement of 2.50.
- If the event that a certification from the Department of Education of Puerto Rico is not available, the parent or guardian of the student must submit the following:
 - A transcript prepared by the person or entity responsible for the Home Learning studies that certifies the courses approved by the student. It must include: name of the course, period in which the course was taken, and grade obtained.
 - Affidavit that highlights that the candidate completed their studies in the home learning (homeschooling) modality.

Note: The candidate must have completed all of the courses required by the Puerto Rico Department of Education for a High School diploma.

Verification of High School Documents of International / DACA candidates

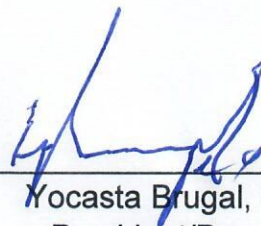
SJBSM welcomes applications from International and/or non-American citizens who qualify for Deferred Action for Childhood Arrivals (DACA). International and / or DACA candidates will be responsible for providing verification of the completed courses through a Certified USA Education Service. The student must submit the following documents:

- High School academic record in the vernacular language
- High School academic record in English or Spanish duly certified as an official copy by the Institution of origin, validated by the Ministry of Education of the country of origin and by the American Consulate
- Evidence of equivalence issued by the Office of Studies and Equivalences of the Department of Education

Note: "International applicants" are citizens of any foreign country (including Canada) who do not hold a United States permanent resident visa (green card). Permanent resident visa status is equivalent to US citizenship for the purposes of our admission process and US federal student loan programs.

EFFECTIVENESS

The disposition contained in the Executive Order will be effective immediately.



Yocasta Brugal, M.D.
President/Dean

Approved: August 2, 2022



San Juan Bautista SCHOOL OF MEDICINE

HIGH SCHOOL DOCUMENT VERIFICATION FORM

Candidate Name: _____

Program applying to: MD MPH MPA BSN

High School Name: _____

Contact Information: _____

Type of program: Puerto Rico public / private / accelerated
 US public / private
 Home Learning
 GED
 International / DACA

Validation Criteria	Validation Result
Public / private / accelerated	
Date the program was started	
Date the program was completed	
Date the document was issued	
Dates correspond with schools license	
Required courses completed	
Home Learning	
Evidence of completion submitted	
Affidavit submitted	
International / DACA	
Evidence of verification submitted	

Comments: _____

I hereby certify that all the information included in this document was completed in accordance with SJBSM High School Document Verification Policy and that it is accurate, true and complete to my best knowledge.

Full Name

Title

Signature

Date