



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

ADMISSIONS POLICY AND CRITERIA

UNAD Florida strives to give equal opportunity to all students in order to acquire a post-secondary education. UNAD Florida's admissions policy assures that only students who are reasonably capable of completing and benefiting from the educational offerings are enrolled

UNAD Florida admits students based on academic preparation, institutional fit, and the student's reasonable ability to complete and benefit from the program, as determined through the admission process. For that reason, our admissions policy requires an admission interview of the prospective student to evaluate his/her ability to complete and benefit from the educational offerings. This interview happens before the prospective student applies for admission. Only those prospective students who show commitment to complete and benefit from the educational offerings are accepted into the programs.

UNAD Florida determines its admissions criteria based on 1) the institutional mission, goals and target population, and b) rules of the Commission for Independent Education CIE of the state of Florida for the acceptance and enrollment of students in higher education academic programs.

UNAD Florida serves a predominantly Hispanic student population through an instructional model in which Spanish is the primary language of instruction, ensuring academic access, student learning, and student success. Because programs are delivered in Spanish, English proficiency is not an admission requirement. However, the institution recognizes that completing a program in a language other than English may limit employability in settings where English proficiency is required. For this reason[NP1] , UNAD Florida offers an optional **English Proficiency Encouragement Plan**, which includes diagnostic assessment, discounted English courses, and supplemental learning resources to help students strengthen their English-language skills. English proficiency is encouraged to support professional mobility but is not required for admission, academic progression, or graduation. You can read more about it in the English Proficiency Encouragement Plan section of this catalog.

ADMISSION REQUIREMENTS

Bachelor Programs

As required by the Commission for Independent Education, students pursuing a Bachelor of Science Degree Program at UNAD must successfully complete a minimum of 120 semester credit hours.

In order to be admitted to an undergraduate program, prospective students must provide:



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

1. Fill out, complete, and return the Application for Admission.
2. Copy of Applicant ID
3. Pay the \$100.00 USD non-refundable application fee and send proof with the Admission Application.
4. Copy of your High School diploma. If the studies were outside the United States, the applicant must submit the diploma translated to English by a certified translator and evaluated by a foreign credentials evaluation agency that belongs to NACES (National Association of Credential Evaluation Services).
5. In the case of transfer students, original academic transcripts of courses taken are required.

If the studies were outside the United States, the applicant must submit the official transcripts translated to English by a certified translator and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).

6. Complete the UNAD Florida Online Competency Assessment to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGqw>

Note: UNAD Florida offers the **English Proficiency Encouragement Plan** as a voluntary initiative through which UNAD Florida provides students with diagnostic assessment, discounted English courses, and supplemental learning resources to strengthen their English-language skills. English proficiency is encouraged to enhance the employability and professional readiness of its graduates, but is not required for admission, academic progression, or graduation. You can read more about it in the **English Proficiency Encouragement Plan** section of this catalog

Upon Admission, Bachelor Students Must:

7. Sign and submit a completed Enrollment Agreement.
8. Sign and submit the following consents and disclosure forms:
 - Student Handbook and Catalog Acknowledgement
 - Code of Conduct
 - Student Document Retention
 - Student Employment release information
 - Student Publicity
9. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

Master Programs

UNAD Florida gives all students who already have an undergraduate degree the opportunity to continue studies to achieve a Master's degree.

Master degrees at UNAD Florida require to successfully complete between 39 and 42 semester credits hours, depending on the specialization.

Master degree candidates must comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. Pay the \$100 non-refundable application fee to be sent in with Admission Application
4. For applying to a Master's program, the applicant must have a bachelor's degree with a minimum 2.5 GPA. Submit the diploma of the bachelor's degree. If the studies were outside the United States, the applicant must submit the diploma translated to English by a certified translator and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
5. In the case of transfer students, original academic transcripts of courses taken are required.
If the studies were outside the United States, the applicant must submit the official transcripts translated to English by a certified translator and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
6. Complete the UNAD Florida Online Competency Assessment to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGqw>.

Note: UNAD Florida offers the **English Proficiency Encouragement Plan** as a voluntary initiative through which UNAD Florida provides students with diagnostic assessment, discounted English courses, and supplemental learning resources to strengthen their English-language skills. English proficiency is encouraged to enhance the employability and professional readiness of its graduates, but is not required for admission, academic progression, or graduation. You can read more about it in the **English Proficiency Encouragement Plan** section of this catalog.

Upon Admission, Master Students Must:

7. Sign and submit a completed Enrollment Agreement.
8. Sign and submit the following consents and disclosure forms:
 - Student Handbook and Catalog Acknowledgement



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

- Code of Conduct
 - Student Document Retention
 - Student Employment release information
 - Student Publicity
9. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.

Doctoral Programs

UNAD Florida gives all students who already have a master's degree the opportunity to continue studies to achieve a Doctoral degree.

Doctoral degrees at UNAD Florida require to successfully complete between 60 and 64 semester credits hours, depending on the specialization.

Master degree candidates must comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. Pay the \$100 non-refundable application fee to be sent in with Admission Application
4. For applying to a Doctoral program, the applicant must have a Master's degree with a minimum of 3.0 GPA. Submit the diploma of the Master's degree. If the studies were outside the United States, the applicant must submit the diploma translated to English by a certified translator and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services)
5. If the previous degree was granted outside the United States, the applicant must provide the academic transcripts translated to English by a certified and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
6. Complete the UNAD Florida Online Competency Assessment to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGqw> .

Note: UNAD Florida offers the **English Proficiency Encouragement Plan** as a voluntary initiative through which UNAD Florida provides students with diagnostic assessment, discounted English courses, and supplemental learning resources to strengthen their English-language skills. English proficiency is encouraged to enhance the employability and professional readiness of its graduates, but is not required for admission, academic



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

progression, or graduation. You can read more about it in the **English Proficiency Encouragement Plan** section of this catalog

Upon Admission, Doctoral Students Must:

7. Sign and submit a completed Enrollment Agreement.
8. Sign and submit the following consents and disclosure forms:
 - Student Handbook and Catalog Acknowledgement
 - Code of Conduct
 - Student Document Retention
 - Student Employment release information
 - Student Publicity
9. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.

ADMISSION INTERVIEW

During the initial interaction with interested candidates via phone and email, and during the admissions oral interview, the prospective student is informed of the admissions criteria, the nature of the education offered and the demands of the educational offerings. Any question the prospective student may have about the programs is answered during the initial interaction. The prospective student is informed of the institutional Web site for additional information, the institutional catalog, method of instruction, program outcomes, and the cost of study, among others.

TRANSCRIPTS

The official academic transcripts of the student may be requested at the time of enrollment.

If the prospective student does not have the official academic transcript at the time of enrollment, he/she must submit it within the first academic year.

If the studies are from an educational institution outside US, the transcripts must be translated to English, and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).

If transcripts are not received when signing the enrollment agreement, the student is placed on **conditional enrollment**. This is recorded in the proper section of the Enrollment Agreement which the student must sign acknowledging this situation.



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

If Conditional Enrollment:			
Student acknowledgement		Date:	
Admission compliance		Date:	

The student must provide any pending documentation within the first academic year to be fully admitted. If the student does not comply with this rule, monthly warnings are sent to comply clearly stating that they are not allowed to continue studying if the required documentation is not provided. If the required documentation is not received within the first academic year, then the student is placed on temporary hold and will not be allowed to register in the next academic period.

Once the pending documentation is submitted, the Admissions representative removes the conditional enrollment status and signs the Enrollment Agreement certifying the fulfillment of the requirement.

TRANSFER CREDITS POLICY

UNAD Florida may transfer credits obtained in appropriately accredited higher education institutions. The acceptance of the transfer credits is based on the similarity of the courses with UNAD Florida's required program courses. The similarity is determined from course description, and the number of credits. This ensures that the accepted courses are equivalent in content and intensity to UNAD Florida courses in the desired academic program.

For applicants to an undergraduate program, a maximum of 50% of the credits may [NP2] be accepted by the Transfer Credit Evaluation Committee. For Master's programs, up to a maximum of 9 credits may be accepted. For the doctoral programs UNAD Florida does not accept credits transferred from another institution.

For students who request a credit transfer, they must follow the following steps:

1. Submit a written request to the Admissions department to start the credit transfer process. The student must send the request to the email: admissions@unad.us
2. Submit an official or certified copy of the transcripts and course descriptions to the admissions department; The transcripts must contain credit-unit and completed grades.
3. For students coming from educational institutions outside the US, academic transcripts must first be evaluated by an appropriate evaluation agency belonging to NACES (www.naces.org). This requirement does not apply to students transferring from UNAD Colombia because UNAD Colombia Programs are already validated by the foreign credential evaluation agency Josef Silny.
4. The evaluation results by the agency need to be submitted to UNAD Florida before starting the review process.



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

TRANSFERRING FROM UNAD FLORIDA TO ANOTHER INSTITUTION

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the institution where credits are being transferred to. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

NOTICE OF ADMISSION DECISION

All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.

APPEALS OF ADMISSION DECISIONS

Undergraduate and graduate applicants may appeal admission decisions to the Academic Dean. The Dean will request from the student any information needed to evaluate the appeal. The Academic Dean’s decision may be appealed in extremely meritorious cases to the Executive Director

ENROLLMENT AGREEMENT

After completing the admissions process, the student is provided with an enrollment agreement and catalog that discloses the rights, responsibilities, and obligations of both the student and institution. The enrollment agreement has a section that the student needs to acknowledge receipt, review and understanding of the admission requirements, graduation requirements, academic calendar, fees, enrollment agreement, catalog and institutional policies.

CONDITIONAL ENROLLMENT

Supporting documentation is requested of the student at the time of enrollment. If the prospective student does not have the proper documents like official academic transcript at the time of enrollment, he/she must submit it within the first academic year.

If the required documentation is not received when signing the enrollment agreement, the student is placed on **conditional enrollment**. This is recorded in the proper section of the Enrollment Agreement which the student must sign acknowledging this situation.

If Conditional Enrollment:			
Student acknowledgement		Date:	
Admission compliance		Date:	



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

The student must provide any pending documentation within the first academic term to be fully admitted. If the student does not comply with this rule, monthly warnings are sent to comply clearly stating that they are not allowed to continue studying if the required documentation is not provided. If the required documentation is not received within the first academic year, then the student is placed on temporary hold and will not be allowed to register in the next academic period.

Once the pending documentation is submitted, the Admissions representative removes the conditional enrollment status and signs the Enrollment Agreement certifying the fulfillment of the requirement.

ENGLISH PROFICIENCY ENCOURAGEMENT PLAN

UNAD Florida acknowledges that English proficiency can expand employment opportunities in multilingual and international environments. To support students' long-term professional mobility, the institution offers the **English Proficiency Encouragement Plan**, a voluntary initiative that provides resources to strengthen English-language competencies. English proficiency is encouraged to enhance the employability and professional readiness of its graduates. Participation in this plan is optional and is not linked to admission decisions, academic progression, or credential completion.

Students may take the **English Placement Test**, a diagnostic tool used solely to identify current proficiency and guide support planning. UNAD Florida also offers discounted English courses through the UNAD Florida Language Study Center, which additionally certifies English proficiency through the online Cambridge Linguaskill exam. Supplemental English-language resources are integrated into the educational platform to reinforce communication skills relevant to each field of study.

UNAD Florida encourages—but does not require—students to develop English proficiency at the B level (CEFR) to enhance employability and professional readiness.

- B1 proficiency supports independent communication in routine workplace situations, such as meetings, documentation, and collaboration in multilingual environments.
- B2 proficiency enables confident communication in more complex professional contexts, including advanced discussions, detailed writing, and international collaboration.

English proficiency at the B-level (B1/B2) can be certified through the following options:

1. English Proficiency test approval

Undergraduate Degree (B1): A minimum score of 500 on the paper-based Test of English as a Foreign Language [NP3] (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report, or 140[NP4] -159 Level B1+ on the Linguaskill Cambridge Test.



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

Graduate Degree (B2): A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), 50 on the Pearson Test of English Academic Score Report, or 160-179 Level B2 on the Linguaskill Cambridge Test.

2. Approval of B1 or B2 level from a recognized English language learning course, like UNAD Florida Language Study Center (B1 undergraduate students and B2 for graduate students)[NP5].

The English language program must be from a recognized language program, an official language course from an English-speaking country, or a language institute from a higher education institution.

Additional options to demonstrate English proficiency:

- Students who completed 4 years of high school in the United States or other English-speaking countries. Proof of approval of an advanced level of an English course from another institution.
- Students who completed high school, undergraduate or graduate studies in the United States or other English-speaking countries.
- Undergraduate students with 30 semester credit hours from a properly licensed college/university where the language instruction was English (Transfer Students).

NEW STUDENT ORIENTATION AND INDUCTION COURSES

New students participate in individualized orientation sessions with both Admissions and Student Services. These one-on-one meetings introduce students to the institution's mission and philosophy, essential academic policies and procedures, expectations for online learning, recommended study strategies, and the appropriate channels for contacting each institutional area.

New students also complete a zero-credit Induction Course designed specifically for online delivery before beginning their academic coursework. This course provides hands-on guidance in navigating the Moodle learning platform, accessing digital learning resources and the online library, understanding academic activities and the grading policy, communicating effectively with faculty and peers, and identifying available problem-solving and student-support services.

To further strengthen online learning readiness, students have access to a series of short, self-paced micro-courses known as Training Nuggets. These modules support skill development in areas essential for success in a virtual environment, including APA formatting, time management and prioritization, use of technology tools for word processing, spreadsheets, and presentations, online safety, and effective online research strategies.



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

NON-DISCRIMINATION STATEMENT

UNAD Florida does not discriminate based on race, disability, national or ethnic origin, creed, color, sex, social or political condition, religious or social trade union beliefs.

UNAD Florida strives to give equal opportunity to all students in order to acquire or expand their post-secondary education. Admission is open to all students who meet the program requirements to achieve a Higher Education degree in accordance with Florida statutes. Enrollment is also open to students transferring from other colleges or Universities.

Admission to an undergraduate program is open to students with a high school diploma, GED recipients, and home education graduates. Students who already have a higher education degree have the opportunity to continue graduate studies, continuing to master's or doctoral studies.

UNAD Florida has implemented an oral interview with prospective students to determine their ability to complete and benefit from their studies, and to evaluate if their professional goals and their desired academic program are a good fit for after graduation. During the interview, we also assessed the skills and knowledge that prospective students have to pursue an online program. If needed, student candidates are given training on the usage of online tools, resources, and platforms for online learning.

NON-DEGREE SEEKING STUDENT ADMISSION

Enrollment as a non-degree student is subject to approval by the Office of Admissions provided the student is in good academic standing at the last institution attended.

Registration is on a space-available basis and, in some cases, may require Dean approval. Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree-seeking application will not be considered for enrollment as a non-degree student.

Coursework taken as a non-degree student carries no degree credit. Up to 15 credits earned as an undergraduate non-degree student may be applied toward an undergraduate degree only with the approval of the appropriate dean at the time of reclassification. Up to 6 credits earned as a graduate non-degree student may be applied toward a graduate degree only with the approval of the appropriate school or academic dean at the time of reclassification provided that a grade of "B" (3.0) or better has been achieved. Non-degree students must adhere to the same academic rules that govern degree-seeking students (i.e., application deadlines, fees, drop/add, withdrawals, grading, retention policies, etc.).

Students seeking reclassification from non-degree student status to degree-seeking status must submit an application via standard admission procedures. All information used to make an admission



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

decision must be received by the published deadline.

Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student at a later date. Those seeking admission as a non-degree student must fill out the Non-Degree Student Application and submit the usual admission fee.

STUDENTS WITH DISABILITIES

UNAD Florida plans to provide reasonable accommodation to students who provide appropriate disability documentation. At the beginning of each academic period, and after we are informed by the student of his/her disability in the Admission Application Form, the student is registered for consideration and appropriate accommodation.

Being that UNAD Florida is a 100% online institution, we do not have to provide physical accommodations. However, we do accommodate students with disabilities by (1) The Academic Committee formed by Academic Dean, the Director of Student Affairs and the Director of Compliance analyze the student's needs and suggests a list of suitable accommodations adjusted to each particular case, and (2) the professor is informed in writing about the type of disability the student has and the suggested actions to take so the student can achieve their learning objectives. (3) A copy of the communications issued is kept in the student's file.

VISITING STUDENT

A visiting student is defined as a student currently enrolled at another college or university who wants to take courses at UNAD Florida for credit it back to that college or university; a student who needs prerequisite courses to enter a program at another college or university; or a student taking one or more courses for personal interest or to transfer into another degree program abroad.

Visiting students must have permission from that institution to take one or more classes at UNAD Florida. These students may intend to transfer to or seek a degree at UNAD Florida. Students can take up to 6 credits maximum on the graduate level that can be transferred into a degree-seeking program at UNAD Florida. Visiting students are required to present the following:

1. A Visiting Student Application Form. Completed forms can be sent by email to admissions@unad.us, or by regular mail to UNAD Florida, 490 Sawgrass Corporate Parkway Suite 120, Sunrise, FL 33325, USA.
2. A \$100.00 USD non-refundable Application Fee. All Payments can be made online at our easy Online Payments Form.
3. Official transcripts from the current educational institution. The institution must be approved by the Department of Education. Visiting students accept full responsibility for possessing or acquiring, by the time of enrollment, the knowledge and skills required for successfully completing their coursework at UNAD Florida. They assume responsibility for language



UNAD Florida

ADMISSIONS POLICY AND CRITERIA

2026

proficiency as well. Visiting students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at UNAD Florida.

COMPULSORY AGE STUDENTS

UNAD Florida requires parental, guardian, or custodian consent for the enrollment of minors. Admission to academic programs is contingent upon completion of high school and presentation of a diploma. For dual enrollment, minors may register for a single course (3 credits) with guardian consent, and such enrollment does not imply acceptance into a full academic program. Enrollment agreements must be signed by both the student and the legal guardian.

COMPETENCY-BASED OR EXPERIENTIAL LEARNING

UNAD Florida does not award credit for any work experience. UNAD Florida will only award credits transferred from another accredited university by our transfer policy. Notice of Admissions Decision. All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.