



# How To: Apply to Graduate School

# Requirements: MAEE & MAEL

## General

- Have a bachelor's degree or equivalent
- Mastery over written and spoken English
- One of the following indices for the bachelor's degree (scale where A=4.00)
  - GPA: 2.50 or more;
  - General specialty index of 3.00 or more;
  - Index of 3.00 or more in a minimum of 60 credits approved during the last 5 semesters of undergraduate studies.

## Specific

- Provide their TOEFL score if your first language is not English and pass the exam with a minimum of 550 for the paper test, 213 for the computer test, and 79 for the test online.
- Submit a statement highlighting your intention to apply for the graduate program in English on a one-page single spaced document if applying online.
- Include (1) Academic Writing sample.
- Provide (3) three recommendations of professionals who are familiar with your academic and/or professional work.
- Comply an interview with a member of the Departmental Graduate Committee and/or the Director of the Department.

# Requirements: MAEE

## Classes

- Applicants must meet the following academic prerequisites at undergraduate level or equivalent:
  - INGL3351: American Literature to 1860 or INGL3352: American Literature From 1860 to the Early Modern Period
  - INGL3321: English Literature to 1798 or INGL3322: English Literature from 1798 to Modern Period
  - INGL3225: Introduction to Linguistics or INGL3227: Phonetics of English
  - INGL4205: Morphology and Syntax
  - INGL4206: The Structure of English

## Documents

- A one-page, single-spaced Statement of Purpose written in English
- Three (3) Letters of Recommendation from faculty members or other professionals who are familiar with the applicant's academic and professional work.
- One (1) official credit transcript, it must be signed by the Registrar (or equivalent authority) of the issuing institution; the envelope should be addressed to the Office of Graduate Studies. If transcript does not include the academic degree conferred, include a degree certification in your application.
- One (1) conduct transcript, generally granted by the Dean of Students of the university of origin, contains information about his academic integrity.

# Requirements: MAEL

## Classes

- Applicants to the MAEL program should hold a Bachelor's degree with at least 9 credits in British literature and 6 in American literature from an accredited institution of higher learning. The departmental Graduate Committee will assess the applicants and can assign up to 4 undergraduate courses to be taken by applicants who have deficiencies.

## Documents

- A one-page, single-spaced Statement of Purpose written in English
- One (1) Academic Writing sample (e.g., a course paper)
- Three (3) Letters of Recommendation from faculty members or other professionals who are familiar with the applicant's academic and professional work.
- One (1) official credit transcript, it must be signed by the Registrar (or equivalent authority) of the issuing institution; the envelope should be addressed to the Office of Graduate Studies. If transcript does not include the academic degree conferred, include a degree certification in your application.
- One (1) conduct transcript, generally granted by the Dean of Students of the university of origin, contains information about his academic integrity.

# Step 1

- ▶ Go to <https://www.uprm.edu/oeg/en/admission-application/>
- ▶ To make the payment and fill the online application choose one of the following links:
  - ▶ UPR students: <https://admisiones.upr.edu/>
  - ▶ Professional improvement students: <https://www.uprm.edu/registrar/docs/readmp.pdf>
  - ▶ Visiting or exchange student: <https://www.uprm.edu/oeg/oeg/RecursosDocumentos/PDF/solvisinterc.pdf> **LINK NOT WORKING**
- ▶ The cost of application on time is \$35.00 USD and for late application is \$50.00 USD
- ▶ Deadline for on time application are:
  - ▶ February 15<sup>th</sup>: Start in Fall semester
  - ▶ September 15<sup>th</sup>: Start in Spring semester

**UPR ADMISSIONS**  
Universidad de Puerto Rico

## Admissions Portal

Use this portal to fill-out a new admission application, complete an existing application, or view your admission process status.

[Cambiar Lenguaje](#)

The University of Puerto Rico evaluates requests for admission without discrimination on grounds of age, sex, race, color, birth, origin or social status, physical or mental disability, political or religious beliefs or veteran status in employment practices, contracting and subcontracting. The information required in the application for admission on sex, age and nationality is only for internal statistical purposes of the UPR.

---

### New Applicants

If this is your first time using our Admission Portal you need to create an account.

[Create New Account](#)

---

### Or Sign In...

Email

Password

[Reset your password...](#)

[Sign In](#)

# Step 2

Go

To RUM Graduate Studies 20XX-20XX: Fall/Spring Semester.

Select

Master or Ph.D. program you want to apply to in the "Program Applying To" section.

- For MAEE choose 0454
- For MAEL choose 5730

Remember

Make sure you choose the correct Plan: Plan I is thesis; Plan III are courses. After selecting, save your option.



RUM Graduate Studies 2022-2023: Fall Semester

Application Number: SOL623DB8FB9405C, Created: 2022-03-25 08:45:25.

● This application is pending sub.....

## Program Applying To

You can select one(1) graduate program from the list. However, before selecting the graduate program, you [See Programs Requirements](#) or send us an e-mail at [egraduados.uprm@upr.edu](mailto:egraduados.uprm@upr.edu).

### ✖ Option 1

RECINTO UNIVERSITARIO DE MAYAGUEZ

5730 - MASTER OR ARTS IN ENGLISH LITERATURES Plan III - Courses

You can only select one ( 1 ) study alternative.

Save

Next

## Program Applying To

You can select one(1) graduate program from the list. However, before selecting the graduate program, you [See Programs Requirements](#) or send us an e-mail at [egraduados.uprm@upr.edu](mailto:egraduados.uprm@upr.edu).

### ✖ Option 1

RECINTO UNIVERSITARIO DE MAYAGUEZ

0454 - MASTER OF ARTS IN ENGLISH EDUCATION Plan III - Courses

You can only select one ( 1 ) study alternative.

Save

Next

# Step 3 | Upload all the required documents previously mentioned

contact Information   Emergency Contact Information   Residence and Citizenship   Universities   Enrolled Courses   Program Applying To   Financial Aid Information   Recommendations   Required Documents

**Additional steps to complete this application:**  
\* Required document to submit application.

1. Select all files and press Upload Files Button.
2. Press Save Button.

**\* Purpose Statement Essay:**

Please, provide an accurate and concise essay where you describe your general interests as a prospective graduate student at the University of Puerto Rico at Mayagüez. Describe your expectations as well as your future career and professional plans.

Press "Upload Files" button to upload the Purpose Statement Essay.

Sin archivos seleccionados Document Not Uploaded

**\* Second Essay:**

The graduate program that you are applying requires a second essay in order to consider the application. Please, consult the specific requirements in the following link: <https://www.uprm.edu/oeg/estudiantes-futuros/requisitos-especificos/#1460999171294-4d44005b-ce2c> or consult with the graduate program representative.

Press "Upload Files" button to upload the second essay.

Sin archivos seleccionados Document Not Uploaded

**Academic Transcript from University #1:**


If you have a student copy, you are allowed to upload it in this section. However, our office will note proceed until we receive the official document. If the institution has the electronic or digital transcript service, it must be sent by the institution to: [egraduados.uprm@upr.edu](mailto:egraduados.uprm@upr.edu) If it does not have that service, then it must be sent to:

Oficina de Estudios Graduados  
Recinto Universitario de Mayagüez  
Call Box 9000  
Mayagüez, PR 00681-9000

**International Students** must send all required documentation to our physical address:  
Universidad de Puerto Rico

# Step 4

## Fill in with your information and Submit

 **SERVICES**

[Home](#) [Sign Out](#) [Return](#)

**Solicitud de Graduación - TARDÍA**  
Price: \$120.00 Location: RUM

**IMPORTANTE:** La solicitud de graduación es válida por **3 términos académicos**. Si usted ha solicitado graduación previamente, asegúrese que su solicitud anterior caducó, antes de volver a solicitar y emitir un pago. Esta información puede corroborarse en su cuenta de [portal.upr.edu](#), en el icono de "**Student Graduation**", "**Terms Count**"

**IMPORTANT:** The graduation application is valid for **3 academic terms**. If you have previously applied for graduation, make sure your previous application has expired before reapplying and issuing a payment. This information can be verified in your [portal.upr.edu](#) account, under **Student Graduation, Terms Count**

Nombre y Apellidos/ Name and Last Name *	<input type="text"/>
Número de Estudiante/ Student Number *	<input type="text"/>
Correo Electrónico/ Email *	<input type="text"/>
Número de teléfono/ Phone Number *	<input type="text"/> ?
Número de Teléfono Alterno/ Alternate Phone Number *	<input type="text"/> ?
Dirección/Address *	Line 1 <input type="text"/>
	Line 2 <input type="text"/>
	City <input type="text"/>
	State <input type="text"/>
	Zip Code <input type="text"/>
Ciudadania/Citizen *	Select an option ▼
Pueblo de Residencia/ Town of Residence *	Select an option ▼



Client: [REDACTED]

Account: [REDACTED]

Email Address: [REDACTED]

Amount: \$120.00

1 Payment Method

2 Payment Review

3 Payment Receipt

 Cards Quick Payment ACH

Card Number

Card Number

Address

Address

Expiration Date

2022

March - 03

Address 2

Address 2

Name on Card

Name on Card

City

City

State

PR

Zip Code

Zip Code

Phone

999

999

9999

CANCEL

CONTINUE

[Return Policy](#)

7.4.0.2

# Step 5

- ▶ Continue to Payment
- ▶ Make sure you receive a receipt via your UPR email

# Step 6

- ▶ After submitting the online application, your home university will need to send all required documents to the Office of Graduate Studies, this must be done by mail:

---

**PHYSICAL ADDRESS:**

---

University of Puerto Rico  
Mayagüez Campus  
Office of Graduate Studies  
Celis Building - Office 111  
Mayaguez, PR, 00680

---

---

**POST ADDRESS:**

---

Office of Graduate Studies  
Mayagüez University Campus  
CALL BOX 9000  
Mayaguez, PR 00681-90000

---



## Step 7

- ▶ When the OEG receives all your documents, they will send it to the respective department.
- ▶ To receive information about your application status you will need to check on the “Apply Yourself” account

If you have  
any questions  
regarding  
grad studies,  
please  
contact:

[Egraduados.uprm@upr.edu](mailto:Egraduados.uprm@upr.edu)

**1-787-265-3809**