



UNIVERSITY
OF THE PEOPLE
Tuition-Free Online University



ADDENDUMS

2016-17 GRADUATE CATALOG



ADDENDUM C

2016-17 GRADUATE CATALOG

(as of 5/15/2017)

UNIVERSITY OF THE PEOPLE

225 S. Lake Ave., Suite 300

Pasadena, CA 91101

www.uopeople.edu

info@uopeople.edu

Tel. +1 626 264 8880



Purpose of this Addendum

The purpose of the Addendum is to provide information about changes that have occurred since publication of the 2016-2017 UoPeople Graduate Catalog and any previous associated addenda. This Addendum contains additional approved changes to policies and procedures at UoPeople.

All changes and additions listed here take precedence over the information on that specific topic contained in the 2016-2017 Graduate Catalog and previous associated addenda. All information contained in the Addendum is subject to change without notice.



CHAPTER 3: GRADUATE ADMISSIONS

Notice Concerning Transferability of Credits and Credentials

The transferability of credits and acceptance of a UoPeople educational program are at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree that a student earns at this institution are not accepted at the institution to which the student seeks to transfer, the individual may be required to repeat some or all of the course work at that institution. For this reason, students should make certain that their attendance at UoPeople will meet their educational goals. This may include contacting an institution to which they may seek to transfer before attending University of the People to determine if the courses and/or degree will transfer.

Additionally, any enrolled UoPeople student that took (or is currently taking) classes at a different academic institution is able to apply for a credit transfer.

The course(s) in which the student wishes to transfer must come from an accredited post-secondary institution recognized by the U.S. Department of Education

UoPeople is committed to ensuring that each and every credit transferred to its courses and programs is individually assessed, without partiality. During the evaluation process, every course credit is considered individually using all the information available to UoPeople. This includes a course description, test results (if any), and any additional information given during the application process.

UoPeople may award 50 percent of the credits required for an undergraduate degree program (exceptions may be made in special cases to a maximum of 75 percent) and a maximum of 50 percent for a graduate degree program. Hence, UoPeople will apply no more than 45 transfer credits toward the completion of an Associate degree, no more than 90 credits toward the completion of a Bachelor's degree, and no more than 18 credits toward the completion of a Master's degree.

Every application is reviewed by the Office of Transfer Credit, which is responsible for assessing a course's relevancy to the UoPeople degree program. Acceptance of credits is at the University's sole discretion and meeting minimum requirements does not guarantee transferring.

Students should then complete the degree program admissions process (the Foundations courses requirement according to the university policy) and become UoPeople degree students. Note that UNIV 1001 is non-transferable, therefore all applicants must complete this one Foundations course before becoming a degree student.

The credits which were unofficially approved will be officially approved and transfer into the student's transcript only once the student has completed at least one degree course at UoPeople and only after paying an Evaluation Fee of \$17 per accepted course.



Applicants who fail to pay the Evaluation Fee and transfer their credits into their UoPeople transcript within the required timeframe will be assumed to have declined the offer of transfer credit and their transfer credit application will be closed.

At its discretion, the University may re-review applications of rejected credits from students who wish to appeal the transfer credit decision by emailing the office of transfer credit at Transfer.Credit@uopeople.edu .

UoPeople accepts credit transfers, according to its policy, which can be found on the UoPeople.edu website.



ADDENDUM B

2016-17 GRADUATE CATALOG

(as of 1/18/2017)

UNIVERSITY OF THE PEOPLE

225 S. Lake Ave., Suite 300

Pasadena, CA 91101

www.uopeople.edu

info@uopeople.edu

Tel. +1 626 264 8880



Purpose of this Addendum

The purpose of the Addendum is to provide information about changes that have occurred since publication of the 2016-2017 UoPeople Graduate Catalog and any previous associated addenda. This Addendum contains additional approved changes to policies and procedures at UoPeople.

All changes and additions listed here take precedence over the information on that specific topic contained in the 2016-2017 Graduate Catalog and previous associated addenda. All information contained in the Addendum is subject to change without notice.



Accreditation

University of the People has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since January 2014. Contact information for DEAC: 1101 17th Street NW, Suite 808, Washington, D.C. 20036, phone number: (202) 234-5100, fax number (202) 332-1386, www.deac.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

State Authorization

UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia except Alabama and Arkansas. Because of state regulatory restrictions, UoPeople currently does not accept applications from individuals who reside in those two states.

This institution is authorized by the Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984. University of the People at Pasadena, California, has been granted status as an out-of-state institution with no physical presence in Indiana authorized to enroll and offer online instruction or distance education to Indiana residents delivered from a campus in another state in accordance with Indiana Administrative Code IC 21-18.5-6-12. This status is effective from October 3, 2016 to October 2, 2017.



GRADUATE ADMISSIONS

Graduate student applicants may apply for admission to a Master of Business Administration (MBA) in Management. With today's global economy requiring leaders who excel as collaborators and innovators, UoPeople's MBA offers students comprehensive knowledge, theories and models used in the corporate world, and provides students the opportunity to further develop business training techniques and strategies. With a focus on preparing its graduates to operate in today's dynamic organizational contexts, the MBA moves students from application to practice with an unparalleled knowledge of business functions, processes and products operating at the highest levels of excellence, and a comprehensive understanding of today's technology-driven environment so high in demand.

Admitting students from all parts of the globe, socioeconomic strata, and cultural and social backgrounds creating a student body that mirrors today's diverse society, MBA students study with highly-motivated students from around the world, sharing a desire for a quality education grounded in diverse perspectives, focused on cutting-edge theory and practical application.

MBA Admissions Requirements

To be admitted to the MBA Degree Program in Management, applicants must be 18 years old or older and meet all the admissions requirements at UoPeople as follows:

- **Bachelor's Degree Requirement**

Applicants must have earned a Bachelor's Degree from an accredited institution.

- **Two Years of Full-Time Work Experience**

Applicants must have a minimum of two years of full-time work experience; the work experience can be in a wide range of areas and is not limited to the field of business.

- **Proficient in English**

Show evidence of English language proficiency (*see below*).

Application Process

Individuals wishing to apply for admission to pursue a Master of Business Administration follow this 2-step application process.



UoPeople MBA Foundations Application Process

Applicants must:

- pay the \$60 non-refundable application fee
- submit a copy of their education history including the names, locations, institution enrollment dates, and name of the earned degree. The Office of Admissions may request that applicants provide additional information about their educational history to supplement the information submitted in the online application.
- show evidence of English language proficiency (*see below*).
- submit resume showing at least two years of work experience including dates of employment (e.g. month and year) which also may be accepted electronically.
- submit one recommendation letter which also may be accepted electronically.

Applicants meeting these admission requirements are admitted to take a minimum of three (3) and a maximum of four (4) courses in MBA Foundations.¹

All applicants who start the online application are assigned an Admissions Advisor who is available to guide and support them throughout the entire admissions process. The Admissions Advisor is available to answer questions, and provides encouragement to the applicant as they complete the application requirements.

Notes about the Application Process

- UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia except Alabama and Arkansas. Because of state regulatory restrictions, UoPeople currently does not accept applications from individuals who reside in those two states.
- UoPeople accepts official post-secondary credentials including a Master's and Doctorate degree for admissions consideration.
- University of the People does not require scores on the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT).
- Any document sent by an applicant and/or student in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by approved UoPeople credential evaluation services. Applicants and/or students will be responsible for any additional fees required for third-party evaluation.

¹ Only coursework at the 5000-level and above is counted in this maximum.



Demonstrating English Proficiency

Applicants at the graduate level must submit proof of English Language proficiency in one of the following ways:

- Be a native English speaker; or
- Present a diploma from an institution where English was the primary language of instruction; or
- Provide an official transcript indicating completion of at least 30 semester credit hours with an average grade of "B" (3.00) or higher at an accredited college or university where the language of instruction was English; or
- Provide qualification exams and minimum scores for admission as follows:

English Proficiency Qualification	Minimum score required
	MBA
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	530
TOEFL* Internet-based Test (iBT)	71
International English Language Testing System (IELTS)	6.5
Pearson Test of English (PTE) Academic Test	50
Eiken English Proficiency Exam	Pre-1
ACT COMPASS	Level 3
Exams identified within the Common European Framework of Reference (CEFR)	B-2

* To submit TOEFL scores, the institutional code for UoPeople is 4577.

Applicants who cannot present evidence of meeting one of the qualifications listed above or whose score falls below the minimum score required, but who have met all other Admissions requirements, may still be considered for admission. If admitted, these students will be required to successfully complete a University approved English course and examination in order to demonstrate a proficient level of English. Upon successful completion of the course and examination, students may continue to study at UoPeople.

English proficiency qualification test documentation may be submitted electronically. If submitted via regular post, documentation must be either original documents or notarized photocopies, bearing original stamps and signatures from a notary public or the issuing institution. Meeting the minimum entry requirements does not guarantee admission to the University. Applicants are welcome to contact



the Office of Admissions at admissions@uopeople.edu with any questions regarding English proficiency qualifications.

Confirming Enrollment

Once admitted to the University, applicants must confirm their enrollment within seven days of being informed of their admission. Admitted applicants are required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation. Enrollment agreements are then signed by a UoPeople official administrator on behalf of the University. Applicants who fail to confirm their enrollment within the required timeframe will be assumed to have declined the offer of admission and the application will be closed.

Students who wish to defer their enrollment to the MBA after signing the enrollment agreement may email their personal Program Advisor up to one week before the start of the term. Admissions deferrals are allowed for up to one term only. Special circumstances requiring deferral for longer than one term will be considered on a case-by-case basis.

Enrollment as non-degree students in MBA Foundations courses does not constitute admission to the MBA Program nor does it ensure preference for admission to the University at a later date.

Application Process to Be a Graduate Degree Seeking Student (DSS)

Students enrolled in MBA Foundations must successfully complete courses as follows:

- To be admitted to the MBA Degree Program in Management, students must enroll in a minimum of three (3) and up to four (4) courses in MBA Foundations.
- Students in MBA Foundations may successfully complete the requirement by earning at least a B- grade (2.67) in each of the first three courses in MBA Foundations.
- Students may successfully complete courses in MBA Foundations even if they earn less than a minimum B- grade (2.67) in the first three courses. In this instance, students may elect additional courses up to a maximum of four total courses, and earn a Cumulative Grade Point Average (CGPA) of 2.67 or above in MBA Foundations.

Students who have completed four (4) courses in UoPeople MBA Foundations and have not earned at a minimum 2.67 CGPA will not be admitted to the University as a degree student.



Submission of Official Documents in Step 2 of the Application Pathway - Proof of Bachelor's Degree Completion

Applicants seeking admission to the Master of Business Administration program complete an online and offline application, submit the School Performance Fact Sheet with the application, and submit the following:

- **Resume**

Applicants submit a resume showing at least two years of full-time work experience.

- **Letter of Recommendation**

Applicants submit a letter of recommendation from one individual who can write knowledgeably about their academic background and/or work experience. The letter must be written by the recommender and be addressed to the UoPeople Office of Admissions. Applicants should submit the recommender's first and last name, email address, and phone number including the country code.

- **Submit Proof of Bachelor's Degree Completion – Diploma**

Applicants must submit proof of having earned a Bachelor's degree from a U.S. accredited institution by sending the diploma and a transcript in one of the following formats:

1. the original diploma (or transcript showing graduation) mailed to UoPeople or submitted online; or
2. a photocopy of the original diploma (or transcript showing graduation) certified by a notary mailed to UoPeople or submitted online; or
3. the best evidence available including a signed certification from the applicant regarding having earned the credential, a written explanation of why an official diploma and/or transcript cannot be sent, and/or an attachment of an unofficial/copied/scanned diploma or transcript.

All diplomas and transcripts submitted for admissions consideration by mail should be sent to:

University of the People
Office of Admissions
225 S. Lake Ave., Suite 300
Pasadena, CA 91101, USA

Submission of these materials does not guarantee admission; the Office of Admissions will assess each of these required submissions on an individual basis to determine acceptance, keeping a full record of the submissions and evaluations.

Diplomas and transcripts that are not in English must be submitted together with an official notarized translation mailed directly to UoPeople or submitted online.



All documents submitted as part of the application process become the property of University of the People and will not be returned to applicants.

Refugees and Asylum-Seekers

Applications for admission from refugees and asylum seekers are processed in the following manner.

A Refugee is defined under the 1951 Convention relating to the Status of Refugees and 1967 Protocol as “a person who is outside his or her country of nationality or habitual residence; has a well-founded fear of being persecuted because of his or her race, religion, nationality, membership of a particular social group or political opinion; and is unable or unwilling to avail him or herself of the protection of that country, or to return there, for fear of persecution.”

An Asylum-Seeker is a person who asserts that he or she is a refugee, but whose claim has not yet been definitively evaluated by their country of refuge.

UoPeople will accept a copy of the applicant’s Refugee Permit, along with a signed and notarized (or lawyer-certified) affidavit that includes all of the following:

1. The name and location of the applicant’s previous educational institution;
2. The nature of their previous studies;
3. The diploma they earned;
4. Specific reasons as to why they are unable to present proof of their studies; and
5. A statement that, should the student submit false testimony, and or, documents, they are liable to be expelled from the University and have their degree invalidated.

For asylum-seekers, UoPeople will accept the following in lieu of the Refugee Permit:

6. An Asylum-Seeker’s Permit; or
7. Written certification from an established refugee aid organization stating that the applicant meets the criteria for refugee status under the terms of the 1951 Convention relating to the Status of Refugees and the 1967 Protocol, but has not obtained that status in their country of refuge due to political reasons or bureaucratic delays.

No exceptions shall be made to UoPeople’s requirement of proof of English-language proficiency should the student require either or both of these prior to commencement of their studies.



Application Deadlines

Applicants may apply to begin their studies in any of the five terms of the UoPeople academic year. Application deadlines can be found in the Admissions Calendar as follows:

Admissions Calendar AY2016-2017

	Term 1	Term 2	Term 3	Term 4	Term 5
Application deadline ²	Jul 14, 2016	Sep 29, 2016	Dec 8, 2016	Feb 23, 2017	May 4, 2017
Final Notice of Admission ³	Aug 4, 2016	Oct 20, 2016	Dec 29, 2016	Mar 16, 2017	May 25, 2017
First Day of Term	Sep 1, 2016	Nov 10, 2016	Jan 26, 2017	Apr 6, 2017	Jun 15, 2017
Deadline for Submission of Official Transcripts and Diplomas ⁴	Oct 6, 2016	Dec 15, 2016	Mar 2, 2017	May 11, 2017	Jul 20, 2017

Notice Concerning Transferability of Credits and Credentials Earned at UoPeople

The transferability of credits and acceptance of a UoPeople educational program are at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree that a student earns at this institution are not accepted at the institution to which the student seeks to transfer, the individual may be required to repeat some or all of the course work at that institution. For this reason, students should make certain that their attendance at UoPeople will meet their educational goals. This may include contacting an institution to which they may seek to transfer before attending University of the People to determine if the courses and/or degree will transfer.

Additionally, at this time, the University has no articulation or transfer agreements with any other college or university and does not accept transfer credit from other colleges and universities. The University of the People also does not award credit for prior experiential learning, challenge examinations or achievement tests.

² Prospective students may apply for admission to any of the five terms throughout the school year.

³ UoPeople admits applicants on a rolling basis for the upcoming term; relevant applicants will be notified of their admission status by the final notice of admission day.

⁴ Deadline for submitting all application requirements for admission consideration as an undergraduate Degree Seeking Student for the following term.



Transfer Credit for Courses Completed in UoPeople Foundations

UoPeople does not accept transfer credit for courses taken at other institutions, but does allow its own Degree Seeking Students to transfer certain credits previously completed at UoPeople while studying as a student in UoPeople Foundations. Transfer credit will be awarded only:

- for a maximum of 4 courses in UoPeople Foundations, or 12 semester hours
- for courses at the 5000-level or above
- where a grade of C (2.00) or higher was earned in the course

Transfer credit will not be recorded on the transcript until Degree Seeking Students have completed at least one graded course after being admitted to the University for degree study.

Students who take a break after their studies in MBA Foundations but later return to pursue a degree, will be awarded transfer credit only for UoPeople courses taken in the 7 years preceding matriculation as a Degree Seeking Student.

Student Verification

The process of verifying a student's identity begins during the application process. The Office of Admissions requires that all academic documents must either be original or notarized. Notarizations are accepted if authenticated by the issuing institution, a notary public, or the Ministry of Education.

In cases where there are inconsistencies with documentation, applicants are asked to supply additional information. UoPeople levies no charges associated with verifying student identity.

Review of Documentation

Any document sent throughout the admissions process may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Approved credential evaluation services are World Education Services (WES www.wes.org) and American Association of Collegiate Registrars and Admissions Officers (AACRAO www.aacrao.org). The University may also accept evaluations from other credible sources, and students are welcome to check with their Admissions Advisor and/or the Office of Admissions at admissions@uopeople.edu for further information.



Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admission to any of the five terms. For admissions consideration, the online application and any required documentation must be received by the application deadline.

Every application is reviewed by the Office of Admissions to determine an applicant and/or student's overall readiness to study and ability to successfully complete a degree program. Admittance is at the University's sole discretion. Meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis.

The Admissions Committee reviews applications at least once a term in order to ensure that all applications are processed equally, and that admissions compliance requirements are upheld. UoPeople will announce its decisions on a rolling basis, and all relevant applicants will be informed of their admission status by the final Notice of Admission Day. For more information regarding the Admissions dates please refer to the Admissions Calendar.

Students are invited to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding the admissions process.

Statement on Application Fraud

The decision to admit an applicant is based in part on the information provided in the application form. If it is determined that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

Licensure and Placement

UoPeople does not guarantee employment for its graduates, nor does it offer a hiring placement service. It makes no claims about potential salaries or about specific positions a student might secure as a result of obtaining a MBA. The MBA is not designed to prepare one for any particular position, trade or field and does not lead to employment where licensure is a prerequisite for practice.

UoPeople is at times notified about internship opportunities that might come available and works to inform students to the extent possible, but does not offer an internship placement service. However, workshops on topics such as resume development, interview strategies, communication skills, job search techniques and follow-up, are offered to MBA students and the University helps provide links for students with similar resources and support.



UNIVERSITY
OF THE PEOPLE
Tuition-Free Online University





ADDENDUM A

2016-17 GRADUATE CATALOG

(as of 11/7/2016)

UNIVERSITY OF THE PEOPLE

225 S. Lake Ave., Suite 300

Pasadena, CA 91101

www.uopeople.edu

info@uopeople.edu

Tel. +1 626 264 8880



Purpose of this Addendum

The purpose of the Addendum is to provide information about changes that have occurred since publication of the 2016-2017 UoPeople Graduate Catalog. This Addendum contains additional approved changes to policies and procedures UoPeople.

All changes and additions listed here take precedence over the information contained in the 2016-2017 Graduate Catalog. All information contained in the Addendum is subject to change without notice.



APPLYING TO THE MBA PROGRAM

Application Process

All applicants seeking admission to the Master of Business Administration program complete an online and offline application, pay a non-refundable Application Processing Fee of \$60, and submit the following:

- **Educational History**

Applicants submit a copy of their education history including the names, locations, institution enrollment dates, and name of the earned degree. The Office of Admissions may request that applicants provide additional information about their educational history to supplement the information submitted on the online application.

- **Resume**

Applicants submit a resume showing at least two years of full-time work experience.

- **Letter of Recommendation**

Applicants submit a letter of recommendation from one individual who can write knowledgeably about their academic background and/or work experience. The letter must be written by the recommender and be addressed to the UoPeople Office of Admissions.

Applicants should submit the recommender's first and last name, email address, and phone number including the country code.

- **Submit Proof of Bachelor's Degree Completion – Diploma and Transcript**

Applicants must submit proof of having earned a Bachelor's degree from a U.S. accredited institution by sending the diploma and a transcript in one of the following formats:

(a) official copies of a diploma and transcript sent directly to University of the People from the awarding institution or an official authority like the Ministry of Education in the country in which the college or university is located; or

(b) photocopies of the original diploma and transcript (or transcript showing graduation) certified by a notary; or

(c) the original diploma and transcript.

If an applicant is unable to provide (a), (b), or (c) listed above, then the applicant must provide the best evidence available, including a signed certification from the applicant regarding having earned the credential, a written explanation of why an official diploma and/or transcript cannot be sent, and an attachment of an unofficial/copied/scanned diploma and transcript.



All diplomas and transcripts submitted for admissions consideration must be mailed to:

University of the People
(Office of Admissions)
225 S. Lake Ave., Suite 300
Pasadena, CA 91101, USA

Submission of these materials does not guarantee admission; the Office of Admissions will assess each of these required submissions on an individual basis to determine acceptance, keeping a full record of the submissions and evaluations. Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. All documents submitted for admissions consideration must be sent via post to the Office of Admissions at UoPeople. All documents submitted as part of the application process become the property of University of the People and will not be returned to applicants.

International Applicants

In addition to the application requirements listed above, effective immediately, University of the People requires that applicants who completed their degree outside of the United States at a non-U.S. institution must also provide evidence that the credential they earned is comparable to a four-year bachelor's degree from an appropriately accredited college or university before they can be considered for admission to the program. A course-by-course transcript evaluation, with GPA and course levels, must be done by one of the following approved organizations – World Education Services (WES), Foreign Credential Service of America (FCSA), or International Education Research Foundation (IERF).⁵

Applicants must request that any credential evaluations that they intend to submit for admissions consideration be sent directly from the third-party evaluator to the above address. UoPeople will also accept course-level transcript evaluations sent directly to it via electronic submission by WES, FCSA and IERF.

Applicants must work directly with the independent third-party transcript evaluation service and follow the specific instructions of that organization. There are fees associated with the service, and these are the responsibility of the applicant. University of the People does not provide any documents to an evaluation services nor does it make any payments on behalf of an applicant.⁶

The course-by-course transcript evaluation requirement may be waived if the applicant is able to provide evidence that their bachelor's-equivalent degree program and/or college or university was

⁵ The University may approve evaluations from other credible sources at the discretion of the Admissions Committee.

⁶ For applicants whose documents have been postmarked as of November 7, 2016, UoPeople may send their documents to an evaluation service on their behalf. In such cases, fees associated with this service will remain the responsibility of the applicant.



accredited by a regional accrediting agency recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation at the time that the credential was earned.

Notes about the Application Process

- Because of state regulatory restrictions, UoPeople currently does not accept applications from individuals who reside in Alabama or Arkansas.
- UoPeople accepts official post-secondary credentials including a Master's and Doctorate degree for admissions consideration.
- University of the People does not require scores on the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT).
- Any document sent by an applicant and/or student in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by approved UoPeople credential evaluation services. Applicants and/or students will be responsible for any additional fees required for third-party evaluation.

Confirming Enrollment

Once admitted to the University, applicants must confirm their enrollment within seven days of being informed of their admission. Admitted applicants are required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation. Enrollment agreements are then signed by a UoPeople official administrator on behalf of the University. Applicants who fail to confirm their enrollment within the required timeframe will be assumed to have declined the offer of admission and the application will be closed.

Students who wish to defer their enrollment to the MBA after signing the enrollment agreement may email their personal Program Advisor up to one week before the start of the term. Admissions deferrals are allowed for up to one term only. Special circumstances requiring deferral for longer than one term will be considered on a case-by-case basis.

Enrollment as non-degree students in prerequisite courses does not constitute admission to the MBA Program nor does it ensure preference for admission to the University at a later date.

Refugees and Asylum-Seekers

Applications for admission from refugees and asylum seekers are processed in the following manner.

A Refugee is defined under the 1951 Convention relating to the Status of Refugees and 1967 Protocol as "a person who is outside his or her country of nationality or habitual residence; has a well-founded fear of being persecuted because of his or her race, religion, nationality, membership of a particular



social group or political opinion; and is unable or unwilling to avail him or herself of the protection of that country, or to return there, for fear of persecution.”

An Asylum-Seeker is a person who asserts that he or she is a refugee, but whose claim has not yet been definitively evaluated by their country of refuge.

UoPeople will accept a copy of the applicant’s Refugee Permit, along with a signed and notarized (or lawyer-certified) affidavit that includes all of the following:

8. The name and location of the applicant’s previous educational institution;
9. The nature of their previous studies;
10. The diploma they earned;
11. Specific reasons as to why they are unable to present proof of their studies; and
12. A statement that, should the student submit false testimony, and or, documents, they are liable to be expelled from the University and have their degree invalidated.

For asylum-seekers, UoPeople will accept the following in lieu of the Refugee Permit:

1. An Asylum-Seeker’s Permit; or
2. Written certification from an established refugee aid organization stating that the applicant meets the criteria for refugee status under the terms of the 1951 Convention relating to the Status of Refugees and the 1967 Protocol, but has not obtained that status in their country of refuge due to political reasons or bureaucratic delays.

No exceptions shall be made to UoPeople’s requirement of proof of English-language proficiency should the student require either or both of these prior to commencement of their studies.