



Friday, September 13, 2024

Admissions Policy

MBTU's admission policy is the result of a carefully considered process that involves collaboration between all our departments, and institutional leadership. The criteria for admission are developed to align with the specific objectives of each program and course. To ensure that program and course objectives are clear, MBTU employs a rigorous curriculum development process. This process includes regular reviews to ensure that objectives are well-defined and aligned with industry standards and student outcomes. Faculty members play a critical role in defining and updating these objectives based on the latest academic and professional trends.

MBTU is committed to transparency and compliance with all regulatory requirements. We provide comprehensive information about program objectives, costs, faculty qualifications, and expected outcomes through multiple channels, including our website, catalog, and during the admissions process. Additionally, students receive detailed information during their admissions interview, ensuring they fully understand the program's expectations and how it aligns with their goals. This approach ensures that all students are well-informed and that the programs they choose are a good fit for their academic and professional aspirations.

Admissions Decisions

MBTU's admission process for both undergraduate and graduate programs is designed to ensure that students are well-suited for the programs they enroll in and are capable of completing them successfully. While we do not require standardized tests such as the GRE or GMAT, our admissions process involves a comprehensive interview with each prospective student, conducted by the Admissions Coordinator.

During this interview, the Coordinator carefully assesses whether the student's academic background, career goals, and program of interest align. For graduate programs, particular emphasis is placed on the student's employment history, especially if it is related to the area of study. This discussion provides valuable insights into the student's readiness for advanced study and their potential to benefit from the program.

This personalized approach allows us to admit students who are not only academically capable but also have a clear sense of how the program aligns with their professional aspirations. By focusing on the individual's unique qualifications and experiences, rather than solely on standardized test scores or GPA, we believe we can better identify students who will thrive in our programs.

Admission Procedures

1. **Reception and Handling of Inquiries:** The Admissions Coordinator is responsible for receiving and handling all inquiries from prospective students through various established communication channels, such as email, phone, and online forms. This includes:

Monitoring Channels: Overseeing and managing the established communication channels to ensure that all inquiries are received and answered in a timely manner.

Responding to Inquiries: Providing clear and accurate answers to prospective students' questions, ensuring that all required information is provided efficiently.

2. **Provision of Information:** The Admissions Coordinator will provide prospective students with detailed information about various important aspects, including:

Program: Detailed description of the programs offered, including objectives and duration.

Costs: Information about tuition fees, additional costs, and financing or scholarship options.

Requirements: Admission requirements, including necessary documentation.

Schedule: Details about class schedules and academic calendar.

Others: Any other relevant information that may affect the prospective students' decision. The coordinator will follow the Admissions Policy to ensure that the information provided is consistent and accurate.

3. **Review of Documentation:** The Admissions Coordinator will review all documentation submitted by applicants to ensure it meets the detailed requirements outlined later, including:

Document Verification: Ensuring that all required documents are complete and correct.

Compliance Evaluation: Evaluating whether the documents meet MBTU's admission criteria.

4. **Thorough Interview:** The coordinator will conduct a detailed interview with each prospective student, which will include:

Academic Evaluation: Review of the student's academic background to ensure it aligns with the program's requirements.

Professional Goals: Discussion of the student's professional goals and how they align with the offered program.

Work History (for graduate programs): Analysis of the student's work history, especially if related to the field of study, to assess their preparedness for advanced studies. This thorough evaluation provides a comprehensive view of the candidate's preparation and potential to benefit from the program.

5. **Internal Communication and Decision:** After the interview and document review, the Admissions Coordinator:

Internal Communication: Will inform MBTU staff internally about the acceptance or rejection decision of the applicant, specifying the status of each application.

Document Preparation: In the case of acceptance, will prepare the acceptance letter and relevant documentation. In the case of rejection, will indicate the reasons for notification to the applicant appropriately, ensuring compliance with institutional standards.

6. **Notification to the Applicant:** Applicants will be notified about their acceptance or rejection:

Decision Communication: Formal notifications will be sent to applicants informing them of their status, ensuring they receive the information in a timely and professional manner. This official notification includes the applicant's admission status (acceptance or denial), the next steps in the enrollment process for accepted students, and any additional information or requirements they need to complete. This ensures that all applicants receive timely and accurate information regarding their application status.

7. **Preparation of Enrollment Agreement:** Once the applicant has been accepted and informed, the Admissions Coordinator:

Preparation of the Agreement: The Enrollment Agreement will be drafted in both English and Spanish, in compliance with the requirements established by CIE, and will be sent to the student via DocuSign.

Signing the Agreement: The student must carefully review the Enrollment Agreement, which provides a detailed description of the rights, responsibilities, and obligations of both the student and the institution. The agreement must be signed by the student within three days of receipt to formalize acceptance in both languages. Once signed, the agreement is automatically received by the university and filed by the Registrar's Office. Simultaneously, a copy of the signed agreement is sent to the student's email, ensuring that both parties have a formal record of the commitment made.

8. **Processing and Filing:** After receiving the signed Enrollment Agreement, the Admissions Coordinator:

Information Forwarding: Will send all student information to the Registration Department for processing.

Digital Filing: Will ensure that all information is properly archived in the institution's digital repository to ensure the integrity and accessibility of records.

Specific Admission Criteria: Prospective undergraduate students must have obtained a high school diploma, GED, or provide proof of post-secondary education. All foreign transcripts must be translated into English and submitted for Foreign Credential Evaluation (FCE). For graduate students, a bachelor's degree is required. Foreign transcripts must be translated into English and submitted for Foreign Credential Evaluation (FCE).

Acceptance Disclaimer: After a student is admitted by the Admissions Coordinator, if the Registrar finds that any of the documents submitted by the student do not meet the required standards and the student is unable to address the issue, the Registrar reserves the right to deny admission to the program.

Language Disclaimer: Classes will be taught in Spanish. All course material uploaded on the platform belonging to the different programs will be available in Spanish. The university's website and advertising material will be available in Spanish and English for those who require it. Educational resources such as

the virtual library will have content available in Spanish and English. Completing a course or program in a language other than English may reduce employability where English is required.

Documentation

Bachelor and Associate

- A completed signed and dated application form.
- Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).
- Government issued picture identification.
- High School diploma or GED and official High School transcripts. Failure to meet this requirement will result in a possible start for the following semester.
- Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.
- Enrollment Agreement Signed (The enrollment agreement contains information in both English and Spanish so that students can understand it, as well as regulatory entities like CIE).

Master

- A completed signed and dated application form.
- Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).
- Government issued picture identification.
- College/ University Degree Copy.
- College/ University Official Transcripts.
- Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.
- Enrollment Agreement Signed (The enrollment agreement contains information in both English and Spanish so that students can understand it, as well as regulatory entities like CIE).

Language Proficiency Requirements

For applicants whose first language is not Spanish, evidence of Spanish language proficiency must be provided. The university accepts official tests which conform to the Common European Framework of Reference for Languages (CEFR) such as the DELE or SIELE exams and certify a B2 proficiency level or higher. Proficiency exams which certify levels equivalent to a CEFR level of B2 may also be considered.

*** MBTU does not enroll compulsory school-aged students (18 years or older only).**

Application Fee

MBTU establishes a one-time nonrefundable application fee of \$120 for all students who wish to register.



Application Fee

Program	Cost
Associate	\$120.00
Bachelor	\$120.00
Master	\$120.00