

# Admissions

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An application for admission to Manhattan University may be submitted using the Common Application (<https://www.commonapp.org/>) or a Manhattan University Application (<https://manhattan.edu/admissions/undergraduate/apply.php>), which can be found on the University's website. An application fee of \$75 is required. In some cases, a student may be financially eligible for a fee waiver from the University Board or NACAC, issued by their high school counselor.

## Freshman Admissions

### Course Selection and Performance

In reviewing applications for admission, the following items are considered by the Committee on Admissions.

Most emphasis is placed upon student course selection on the secondary level and grades earned in those subjects.

All applicants must have completed a minimum of 16 units in academic subjects which should include the following

Subject	Required Units	Recommended Units
English	4	4
Modern or Classical Language	2	3
Science (Lab Sciences)	2	4
Mathematics*	3	4
Social Studies	3	4
Electives	2	

At the discretion of the Committee on Admissions, quantitative requirements may be modified for applicants with strong records who show promise of doing well in university work.

\* This includes algebra, geometry, intermediate algebra/trigonometry (sequence I, II and III).

## SAT and/or ACT Scores

The Committee on Admissions strongly encourages all U.S. applicants for freshman admission to submit SAT or ACT scores. The Committee on Admissions piloted a test-optional policy beginning in fall 2021 to eliminate some of the challenges students have faced due to COVID-19. Students applying for the fall 2023 semester will choose whether or not to submit their SAT/ACT test scores. If a student does submit their test score, only a student's highest scores will be considered for admission and scholarship eligibility.

While these scores are an important part of an application, they are considered in combination with other requirements. SAT or ACT scores allow the Committee to see

how well applicants do in areas fundamental to predicting university readiness, using a third-party tool that is not influenced by local grading practices. In that regard, they are helpful. However, we are aware that tests have limitations, and place higher emphasis on high school curriculum and grade point average.

## Recommendations

Grades and examination scores alone do not adequately evaluate a student's ability to be successful in university. Therefore, appropriate character references are considered important when reviewing candidates for admission. One letter of recommendation from a teacher or guidance counselor is required. Applicants may submit up to three academic letters. Students are also permitted to submit an additional character reference.

## Essay or Personal Statement

Applicants must submit a brief personal statement or university essay, using either the Manhattan University essay topic or one of the Common Application essay topics listed below:

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

This essay should be no longer than 650 words.

## The General Equivalency Diploma (G.E.D.)

The G.E.D. is accepted in lieu of a high school diploma for admission to some programs of the University. Please note that the Committee on Admissions requires students to submit a record of any high school coursework taken, even if a student is submitting G.E.D. scores.

## Committee on Admissions

In rare instances, the Committee on Admissions will consider waiving the above requirements for admission. Please contact the Office of Admissions for further information.

## Campus Visit

A visit to the Manhattan campus is strongly recommended to all prospective students. Information sessions and campus tours are offered throughout the year. Students may register by calling the Admissions Office at 718-862-7200 or visiting our Campus Visit page here (<https://manhattan.edu/admissions/visit/>). In the fall, additional information sessions are offered on Saturday mornings. In addition, students are welcome to arrange appointments outside of these times by coordinating their visit with the Office of Admission by calling 718-862-7200 or emailing [admit@manhattan.edu](mailto:admit@manhattan.edu).

Interviews are recommended, but not required, as part of the admissions process. Students may arrange to have an interview with a member of the admissions staff by contacting the Office of Admission in advance to set up an appointment. Students are encouraged to submit an application before setting up an interview.

## Early Decision

For those students who consider Manhattan University their top choice, the Early Decision Program affords them the opportunity to apply and receive a decision earlier in the admissions cycle. The Early Decision Program is binding; if a student is accepted under this program, they must agree to confirm plans to enroll at Manhattan University and withdraw all applications for admission to other institutions.

Students who wish to be considered for the Early Decision Program must complete a Manhattan University Early Decision Agreement form, which is signed by the student, parent and school counselor. Students must also submit a completed application for admission and all supporting documents to the University by November 15. Students will be notified of a decision by mid-December.

If the Admissions Committee determines that they need to evaluate updated academic information in order to make an enrollment decision, a student's application would be rolled over into the regular decision pool, at which point the student would be released from the binding agreement.

## Scholarship Applicants

All applicants will be considered automatically for merit-based scholarships.

## Admissions Process

Manhattan will consider for admission any qualified student upon completion of the junior year. Students must present required academic credentials and qualifications for admission. It is important to note that students must continue to demonstrate progress at the same academic level in their senior year and that all secondary school graduation

requirements must be met, and a diploma issued, in order to enroll. Students must submit an official final transcript with a graduation date in order to matriculate at the University.

## **Notification of Admission**

Applications will be reviewed on a rolling admission basis. When a student has filed a completed application (high school transcript, test scores, university essay and recommendations) with the Office of Admissions, the Committee will act upon it. Students will be notified of their admissions decision via mail. In many cases, before a decision is made, students will be asked to submit copies of their senior grades in January. All acceptances are contingent upon the successful completion of senior year of high school and proof of graduation.

## **University Credit**

Students completing university-level work completed in high school may be awarded transfer credit. Students must submit an official, seal-bearing transcript from an accredited university/university demonstrating satisfactory achievement. In some cases students may be asked to submit a catalogue description and syllabus for courses in order to determine the appropriateness of the coursework as it relates to the students intended program of study.

Each transcript should be sent to the Office of Admissions and will be considered by the Academic Dean and/or Academic Advisor in the School the student has been accepted into.

A student's assigned Assistant Dean and/or Academic Advisor will work with students receiving university credits from high school to make any changes necessary in their programs of study.

## **Advanced Placement**

Advanced Placement Examinations given by the University Entrance Examination Board may be considered for Manhattan University credit. Official scores from these exams should be sent to the Office of Admissions as soon as they become available. Credit may be awarded for an exam score of four or five at the discretion of the Dean of the school the student has been accepted into.

A student's assigned Assistant Dean and/or Academic Advisor will work with students receiving advanced placement credits to make any changes necessary in their programs of study.

## **University Proficiency Examination Program (CPEP)**

Manhattan University is a participant in the New York State University Proficiency Examination Program (CPEP) and subscribes to its policy of credit by examination regardless of the individual's background or formal preparation. For further information, contact:

CPE Program  
Cultural Education Center  
Albany, New York 12230

## University Level Examination Program (CLEP)

Newly matriculated students may apply for CLEP credit for examinations taken prior to matriculation. Students enrolled in the university will not be given credit for CLEP tests. The minimum CLEP score for credit will be 50. A higher minimum score for “level 2” credit for foreign languages will be required. The university will follow the American Council on Education (ACE) guidelines for awarding credit. Individual departments should examine the minimum score and number of credits for CLEP examinations. For further information, contact:

University Board  
P.O. Box 6600  
Princeton, NJ 08541

## International Baccalaureate

Manhattan University welcomes applicants with International Baccalaureate credits or the International Baccalaureate diploma. Manhattan will grant credit for higher-level examination scores of 5, 6 or 7 if the examination is in an appropriate academic area. The Dean of each school will make the decision on appropriate academic level in consultation with individual departments.

## Student Status

Qualified persons may be admitted to either matriculated or non-matriculated status.

1. **Matriculated Students:** students who have completed the equivalent of a regular university preparatory program in high school or beyond and meet the normal entrance requirements of the program for which they have applied. They are considered to be candidates for a Manhattan University degree in the program for which they are enrolled at the university. In order to be matriculated, applicants must present to the Office of Admissions an application for admission with all supporting documents to indicate that they are qualified for matriculation to the university. Only the Office of Admissions can allow applicants to matriculate.

Course load description (in terms of credits) a student is taking during a given semester:

### **Undergraduate:**

1. Less than half time: 1–5 credits
2. Half time: 6–8 credits
3. 3/4 time: 9–11 credits
4. Full time: 12–or above
5. **Non-matriculated Students:** students who are academically qualified persons following one or more regular courses without the intention of earning a degree at Manhattan University. Applicants wishing to enroll as non-matriculated students must apply to the Office of Admissions and present evidence that meets requirements for admission. In exceptional circumstances, the Committee on Admissions may invite a candidate who does not qualify for matriculated status to enter the university as a non-matriculated student for a limited period of time. The student must, in turn, demonstrate adequate preparation and motivation to pursue the program of studies for which they have

applied. Non-matriculated students may not pursue more than 9 credits at Manhattan University. The student's program will be prescribed by the Dean of the school in which the student will be registered. Qualified non-matriculated students who wish to pursue more than 9 credits\* at Manhattan must apply formally to the Admissions Office for matriculation.

With the recommendation of the Dean or Provost, non matriculating students may receive permission to register for more than 9 credits of coursework. In such cases however, permission must be granted in writing from the Office of Admissions.

Non-matriculated students may fall into either one of the following categories:

1. Non-degree Students: students who are matriculated at another institution and wish to follow a course or courses for credit at Manhattan University. All such students must present to the Office of Admissions an academic transcript noting good standing.
2. Auditors: non-matriculated students may audit one or more course with the clear understanding that no university credit will be earned. All persons must apply to the Office of Admissions and present evidence that they are qualified to follow the courses which they request.

## International Students

An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. Students who are currently granted classification as Deferred Action for Childhood Arrivals (DACA) and students who currently reside in the United States on expired visas (undocumented students) are not considered as international students.

Persons in F-2 status may apply for admission to the University as non-degree or degree-seeking students. An F-2 dependent may study part-time in any approved program at an SEVP-certified school. An F-2 dependent is a spouse or minor child of the F-1 student who meets all of the following conditions:

- Has been issued a Form I-20, "Certificate of Eligibility for Non-immigrant Student Status";
- Holds F-2 immigration status; and
- Has been admitted to the United States in F-2 status or applied for and been granted a change of status to F-2 in the United States by U.S. Citizenship and Immigration Services (USCIS).

An F-2 dependent may enroll in a combination of online and in-person classes that is less than a full course of study as defined by regulations. At Manhattan University, full-time undergraduate equivalency is 12 credit hours or more per semester. Full-time graduate enrollment is 9 credit hours or more per semester.

## International Freshman Admissions

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

## International Transfer Students

Manhattan University welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.5 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at approved, accredited international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency.

## Application Requirements for International Students

1. Complete the online international student application for admission. The \$75 application fee is required.
2. Submit secondary (high school) records or national exams if applicable:
  - a. Transcript(s) of courses with grades/marks; (Evaluated and translated, when applicable, by a NACES approved agency.)
  - b. Students with British system O-level examinations must present a minimum of 5 passes with credit.
  - c. To meet admission deadlines, students who apply before completing the final term of secondary school will be admitted contingent upon satisfactory completion of secondary school. After completion of secondary school, documentation of graduation and/or completion of official examination results are required.
- Proof of English Proficiency (Submit one of the following):
  - a. IBT TOEFL of 80 or higher;
  - b. IELTS score of 6.5 or higher;
  - c. SAT score of 500 or higher in Verbal;
  - d. Successful completion of English Composition I and/or II courses at a US regionally accredited university or university
  - e. Duolingo English test of 105 or higher;
  - f. Successful completion of International Baccalaureate Diploma;
  - e. Successful completion of level 112 or higher at an accredited ELS English Language Center;
  - g. Successful completion of the IELP Level 6.

## Conditional Admission

Students are eligible for conditional admission if they have completed and submitted all required admission materials with the exception of required proof of English proficiency.

## International Student Visa Requirements

To receive the I-20 form international applicants must submit the following documents:

- Official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at Manhattan University
- Certificate of Financial Responsibility
- Copy of valid passport
- Complete a Transfer Recommendation Form and furnish a copy of a valid visa and I-20 from the last school attended in transferring to Manhattan University from an institution in the U.S.

## Transfer Admission

All of the below credentials must be on file in the Admissions Office before an application is reviewed for admission. With the information provided, the Committee on Admissions will make a preliminary evaluation of a student's record.

Students transferring to Manhattan are generally expected to have a minimum 2.50 cumulative average at the institution where they are currently enrolled. Admissions standards will vary depending upon the space availability in the specific program. The applicant will be notified of their acceptance or rejection. All acceptances for students who have work in progress at another university or university are conditional upon successful completion of work in progress with a minimum index of 2.50.

1. Official final high school transcript
2. Official university transcript(s) from all universities/universities attended
3. Applicants must submit a brief personal statement or university essay
4. One letter of recommendation (may be waived on a case-by-case basis if academic performance is exceptional)
5. SAT and/or ACT Score Report is optional
6. (If Applicable) A.P. and/or I.B Score Report

### Additional Requirements

#### Transfer Applicants to the Department of Radiological and Health Professions

After an initial academic review, applicants to the Nuclear Medicine Technology and Radiation Therapy Technology program may be required to interview with the program director for their area of interest. Space is limited in these programs and students are encouraged to apply prior to May 1<sup>st</sup> for the fall semester (and before Nov. 15<sup>th</sup> for the spring term).

## Transfer Credit Policy

Within a few weeks of receiving an acceptance decision, students will also be informed of the number of transfer credits granted. Credit will be granted only for specific work when completed at accredited institutions whose quality and course content have been approved by the university. Ordinarily, transfer students must earn fifty percent (50%) of

the credit necessary for graduation at Manhattan University. This will normally take four semesters of study in-residence. "P" grades may be accepted for credit but only if they represent a "C" or better as defined by the regulations of the institution of origin. Grades earned at other institutions will not be transferred to the student's record at Manhattan University. Additionally, there shall be no grades entered in the student's record for A.P., CLEP or I.B. credits.

***\*EFFECTIVE SPRING 2025***

Within a few weeks of receiving an acceptance decision, students will also be informed of the number of transfer credits granted. Credit will be granted only for specific work when completed at accredited institutions whose quality and course content have been approved by the university. Ordinarily, transferable credits will not exceed 90 credits in total, and/or 64 credits from a two-year institution. Generally, then, transfer students will earn fifty percent (50%) of the credit necessary for individual program requirements for graduation at Manhattan University, excluding core, general education, and/or elective requirements. Program and/or school based accreditations as well as regional accreditations may be taken into account when reviewing transfer credits. "P" grades may be accepted for credit but only if they represent a "C" or better as defined by the regulations of the institution of origin. Grades earned at other institutions will not be transferred to the student's record at Manhattan University. Additionally, there shall be no grades entered in the student's record for A.P., CLEP or I.B. credits.

## **Transfer Scholarship Opportunities**

All accepted transfer students will be considered for academic merit-based scholarships during the application evaluation process. Qualified students will receive a scholarship notification letter in the mail within a few weeks of receiving their initial acceptance decision.

Transfer students who receive one of our Presidential, Founder's, Dean's or Chancellor's Awards have demonstrated exemplary scores with university level course work. Phi Theta Kappa (PTK) members are eligible to receive an additional scholarship. To be eligible for renewal of their merit scholarship, recipients must maintain a minimum grade point average of 3.0 while in attendance at Manhattan University.

## **Certificate Program Admission: Radiological and Health Professions**

### **(Nuclear Medicine Technology and Radiation Therapy Technology)**

All of the below credentials must be on file in the Admissions Office before an application is reviewed for admission. With the information provided, the Committee on Admissions will make a preliminary evaluation of a student's record. Space is limited in these programs and students are encouraged to apply prior to May 1<sup>st</sup> for the fall semester (and before Nov. 15<sup>th</sup> for the spring term).

Generally, students entering one of the certificate programs are expected to have a minimum 2.50 cumulative average at the completion of their undergraduate degree program. Admission standards will vary depending upon the space availability in the specific program. The applicant will be notified by mail of their acceptance or rejection. All acceptances for students who have work in progress at another university or university

are conditional upon successful completion of work in progress with a minimum index of 2.50.

1. Official university transcript(s) from all universities/universities attended
2. A list of courses presently being taken (if applicable)
3. 350-500 Word Statement of Interest – Explain short- and long-term career goals
4. Resume
5. Interview with the Program Director
6. A \$75 application fee is required
7. 8-hour Job Shadowing and 1–2 page reflection page

### **Credit Policy**

Credit will be granted only for specific work when completed at accredited institutions whose quality and course content have been approved by the university. Grades earned at other institutions will not be transferred to the student's record at Manhattan University. Additionally, there shall be no grades entered in the student's record for A.P., CLEP or I.B. credits.

## **Veteran Admission**

Applicants that have served in the Air Force and have a CCAF/Air Force University or Joint Services Transcript and anyone that has completed university level coursework online or at a university campus prior to/during/after your military service, will apply to the university following the transfer applicant guidelines.

While a majority of the coursework from the Joint Services Transcript will not be transferrable, we do require that you submit the document for review. The letter of recommendation can be completed by a commanding officer, high school teacher, employer or university professor.

After an acceptance decision is made, students should submit the DD214 and Certificate of Eligibility to the Admissions Office as soon as possible. The Office of Financial Aid Administration is responsible for arranging any V.A. educational benefits. Veterans should bring a copy of their member-4 DD 214 form to the office with their letter of acceptance. The eligibility for the V.A. educational benefits is for the semester or session for which they are in attendance. To continue to be eligible for these benefits in subsequent semesters, veterans must report to or email the Office of Financial Aid Administration's designated Department of Veterans Affairs School Certifying Official to renew the certification of attendance at the beginning of each semester for which they are registered.

The following information is important:

- a. Veterans are paid benefits for actual credit hours in attendance. Twelve undergraduate semester hours is considered full time for V.A. benefits.
- b. Any change of status—withdrawing from a course, non-attendance in a particular semester, failure to register for a subsequent semester—must be reported by the student to the Office of Financial Aid Administration immediately.

## **Readmit Students**

Any student who unofficially or officially withdraws from the University must be readmitted through the Office of Admissions. Credits earned at other institutions after leaving Manhattan University will be evaluated according to existing school policies.

Students returning after an official leave of absence will be readmitted by the Dean's Office that initially granted the leave. Only students making satisfactory progress will be granted an official leave of absence. With approval, a student can take a leave of absence not to exceed one year. Students transferring to another school within the University must first seek clearance from the original Dean.

## **Programs of Credit by Examination**

Credit by examination will be awarded only for courses in consonance with the prescribed or elective courses applicable to the degree. Such credit is awarded and will be so identified on the student's record after they have registered and are attending class. The academic Dean concerned determines courses which are equivalent to the examinations taken.

Total credit by examination to entering, as well as to enrolled students, in any or all programs in which the university participates, may not exceed one-fourth of the total number of credit hours normally required for the degree. No grades are assigned to courses credited.