

ADMISSION MANUAL FOR INTERNATIONAL STUDENTS

UAP

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Introduction

The Asociación Colegio Adventista del Plata (ACAP) provides higher education through the **Instituto Superior Adventista del Plata D-222** and the **Universidad Adventista del Plata (UAP)**, hereinafter referred to as the Institution.

Welcome!

We are delighted that you have completed the admission process and are preparing to begin your higher education studies. This Admission Manual contains information you need to know before arriving, as well as a list of documents and forms that you must submit fully completed and signed.

We look forward to seeing you at UAP.

God bless you!

DOCUMENTS AND CERTIFICATES

You must submit the following documents in original format at the start of the academic year, during the Starting UAP event.

1. National identity card or passport

2. Original certificate of secondary school completion, legalized in your home country by the Secretariat of Education or its equivalent (**apostilled*** and **translated**** — see the end of this section): including the diploma and official transcript showing detailed grades for each year of secondary school.

To pursue undergraduate degree programs in Argentina, it is mandatory to have your completed secondary school diploma (secondary/high school level) validated, provided that, in your home country, it specifically qualifies you for admission to undergraduate university studies. Secondary school diplomas or levels of education that only grant access to technical programs or other non-university forms of education will not be accepted.

Degree validation is determined by the Secretariat of Education, the governing body responsible for validating academic documentation from other countries; without this validation, admission to university studies will not be possible.

It is recommended that students complete the diploma validation process before enrolling. This process can be completed online through the following website: [Convalidar título secundario de países con convenio | Argentina.gob.ar](https://convalidar.titulo.secundario.de.países.con.convenio | Argentina.gob.ar). On that page, you can review the specific documentation required for each country.

If the process cannot be completed before enrollment, students will have 12 months to do so. Until the validation is complete, students will be unable to register for final exams. If the validation has not been submitted after 12 months, the student will be suspended from all academic activity.

If the Secretariat of Education does not recognize the secondary school diploma as valid for the purpose of validation, any coursework completed conditionally at UAP will be void and without legal effect. Payments made for the International Student Admission Fee, enrollment, tuition, and other related fees will not be refunded.

3. Program-specific requirements

STUDENTS OF THE SCHOOL OF HEALTH SCIENCES (Medicine, Nursing, Physical Therapy, Nutrition, and Dentistry): Must submit a Hepatitis B vaccination certificate.

PHYSICAL EDUCATION TEACHING PROGRAM STUDENTS: Must submit a stress test (ergometry) and front and lateral lumbosacral spine X-rays.

UNIVERSITY TEACHING PROGRAM STUDENTS Must submit the original university degree diploma and official transcript, legalized in the home country by the Ministry of Education (apostilled* and translated**).

GRADUATE STUDENTS: Students pursuing graduate studies in Argentina must have their secondary education validated and their undergraduate degree revalidated prior to enrolling at the University.

IMMIGRATION REQUIREMENTS

Argentine Immigration Law No. 25,871, under Title II, "On the Admission of Foreign Nationals into the Argentine Republic and Its Exceptions," establishes **that foreign nationals who wish to study in Argentina must apply for legal residency with the Immigration Authority (Migraciones)**, as this cannot be done under tourist status. An Argentine national ID number for foreign residents (DNI) is issued together with the residency. The International Students Office will provide all relevant information and guidance; however, compliance with the requirements of this law is the sole responsibility of the student, in order to ensure the continuity of their studies at the Institution. The information provided will be based on what is available at the time of communication with the student. The Institution is not responsible for any changes or new requirements that the Immigration Authority may impose regarding the granting of residency.

There are two options for completing this process:

OPTION 1: Apply for a visa at the Argentine Consulate in your country

- Contact the Argentine Consulate with jurisdiction over your area, request an appointment, and inquire about costs and required documentation.
- Entry into Argentina will be made using the visa issued and stamped in your passport.
- For more information and guidance on this process, contact the International Students Office: internacionales@uap.edu.ar, WhatsApp +54 9 3435 06-9355.

OPTION 2: Apply for residency through the Immigration Office (Delegación de Migraciones)

This process takes place after arriving at the University, at the Immigration Office located in the province of Entre Ríos. It involves immigration fees that must be paid when the process begins. To apply for residency, you must obtain and submit the following:

4. A national-level **Certificate of No Criminal Record**, or its equivalent (**apostilled* and translated**** – see the end of this section). This certificate must be issued by the competent authorities of your country of birth and of any countries where you have resided for more than one (1) year during the past THREE (3) years. **IMPORTANT:** Bolivia, Peru, and Paraguay have specific requirements regarding the submission of criminal background certificates. Please contact internacionales@uap.edu.ar for more information.

STUDENTS UNDER 18 YEARS OF AGE: To obtain authorization to reside in the Argentine Republic, a minor must have a designated guardian who can prove legal residency in the country and demonstrate, through the public legal instrument known as the Permiso del Menor (Minor's Guardianship Permit), that they have been designated as the minor's guardian.

In addition to items **1 through 4**, the following documentation must be submitted:

5. Original birth certificate (**apostilled* and translated**** – see the end of this section).

6. Photocopy of both parents' identity documents.

7. Original Permiso del Menor (Minor's Guardianship Permit) (**apostilled* and translated**** – see the end of this section). This document must specify certain activities in accordance with legal requirements. For information on how to obtain the Permiso del Menor, please contact internacionales@uap.edu.ar

STUDENTS WITH ARGENTINE PARENTS

A student with at least one Argentine parent may apply for residency by filiation, additionally submitting the original DNI of the parent in question and the student's updated original birth certificate (**apostilled* and translated**** – see the end of this section).

***APOSTILLE:** All documentation issued in a foreign country must bear the Hague Apostille, obtained through the Ministry of Foreign Affairs.

****TRANSLATIONS:** All documentation issued in a language other than Spanish – with the exception of documents from Brazil – must be translated by a certified public translator and legalized by the corresponding Association of Certified Public Translators in Argentina (Law No. 20,305, Art. 6). **DO NOT HAVE DOCUMENTS TRANSLATED IN YOUR HOME COUNTRY.**

For more information or questions about required documentation, please contact the International Students Department: internacionales@uap.edu.ar, WhatsApp +54 9 3435 06-9355

COMMITMENTS AND CONSENT FORMS

1. ETHICAL COMMITMENT

I declare that I have read the Student Handbook (<https://uap.edu.ar/wp-content/uploads/2025/07/Manual-del-alumno-Revision-2023.pdf>) and accept its contents, committing to abide by these rules and the Institution's guiding philosophy for as long as I remain a student.

2. STUDENT CONSENT – PERSONAL DATA AND IMAGE USE

I declare under oath that the information provided in the Admission Application is true. I expressly consent to this information being included in the Institution's database for the purpose of properly maintaining my relationship with it. I also agree that the aforementioned data may be processed – including retention, organization, storage, dissociation, or deletion – solely for internal institutional purposes and in connection with the purposes for which it was requested. I reserve the right to request or authorize the future domestic or international transfer of this data. I acknowledge that, unless expressly stated otherwise, my responses are voluntary, having been provided freely and willingly, and that I have the right to access the record containing my data at any time and, where applicable, to request its modification or deletion under Articles 14 through 16 of the Personal Data Protection Law. Notwithstanding the foregoing, I hereby authorize that information related to my academic performance, or other pertinent information, be provided to my financial guardian upon request, or to scholarship or student loan providers, if I am a recipient of such benefits and they so request.

I authorize the Institution, under Article 31 of Intellectual Property Law No. 11,723, to use my image, video, and/or voice, and I consent to their use in the Institution's institutional or promotional materials, or those of its owning entity. I grant this authorization expressly, freely, and voluntarily, waiving any financial claims arising from the use – whether commercial or non-commercial – of such images, without prejudice to the due protection of any personal rights that may apply to me.

THE NATIONAL DIRECTORATE FOR THE PROTECTION OF PERSONAL DATA, the oversight body for Law No. 25,236, is responsible for addressing complaints and claims related to noncompliance with personal data protection regulations.

3. INFORMATION TECHNOLOGY RESOURCES USE POLICY AND COMMITMENT

The Institution provides students with a Microsoft Office 365 account, giving them access to a set of tools available throughout their academic career. Students are responsible for using these tools appropriately. These tools can be used online and may also be downloaded and installed on personal devices. Access is through the office.uap.edu.ar portal, using institutional credentials. The Institution also provides each student with a personal account for accessing the services described below. These institutional credentials (the username and password for the personal account) are for private use only and may not be shared or transferred.

I. EMAIL. This is one of the Institution's official channels of communication with students. It is intended for academic use and is strictly personal. It must not be used to distribute unsolicited information (spam). All emails sent are the responsibility of the account holder, and disciplinary measures or sanctions may be applied where appropriate. It is expressly prohibited to transmit or access information that violates the rights of third parties, public morals and standards of decency, Institution policies, or the laws of any country through which such information may pass.

II. COMPUTER LABS. Use of the equipment is the responsibility of the account holder, who must comply with the rules of the facility. Disciplinary measures or sanctions may be applied in cases of misuse.

III. WI-FI. The Institution provides all students with free access to its wireless internet network. Use of this service is subject to acceptance of the published usage policies.

IV. UAP SELF-SERVICE SYSTEMS. The Institution provides all students with a range of online services for inquiries and administrative procedures. As with all other services, access requires institutional credentials. Through these services, students can submit re-enrollment requests, view their academic record, personal information, and financial status. Students can also complete successive registrations, sign up for final exams, search the library catalog, and reserve materials, among other transactions. Each online transaction is subject to its own clearly stated terms, as well as any consents accepted by the student during use. If a student fails to meet the necessary conditions and requirements for an online transaction in a timely manner, the Institution reserves the right to cancel or modify the transaction as it deems necessary. The quality and availability of these services largely depend on individual user responsibility. The Institution disclaims all

responsibility for the integrity, use, and content of data and information stored or generated by the student.

The Institution reserves the right to modify the terms set forth herein whenever it deems necessary. It may also suspend the service, in whole or in part, when required for administrative reasons, equipment maintenance, or force majeure. Access to the free IT services provided by the University to its students is conditioned on acceptance of, and compliance with, the usage policies detailed at: www.uap.edu.ar/dite. This commitment is signed as proof of agreement with, and acceptance of, the foregoing, as well as the Institution's policies and terms of use for its IT resources.

4. FINANCIAL GUARDIAN CONSENT – PERSONAL DATA

I declare under oath that the information provided in the Admission Application is true. I expressly consent to this information being included in the Institution's database for the purpose of properly maintaining my relationship with this Institution. I also agree that the aforementioned data may be processed – including retention, organization, storage, disassociation, or deletion – solely for internal university purposes and in connection with the purposes for which it was requested. I reserve the right to request or authorize the future domestic or international transfer of this data. I acknowledge that, unless expressly stated otherwise, my responses are voluntary, having been provided freely and willingly, and that I have the right to access the record containing my data at any time and, where applicable, to request its modification or deletion under Articles 14 through 16 of the Personal Data Protection Law.

THE NATIONAL DIRECTORATE FOR THE PROTECTION OF PERSONAL DATA, the oversight body for Law No. 25,236, is responsible for addressing complaints and claims related to noncompliance with personal data protection regulations.

5. FINANCIAL COMMITMENT

I assume responsibility for paying, in full and on time, all applicable fees (tuition, room and board, housing, and other additional charges) and the financing plans for any outstanding balances, in accordance with the schedule established by the Institution and through the payment methods set by the University. I agree that:

- a. Payments must be made by the first due date (the 10th of each month, or the next business day) or the second due date (the last day of the month). Payments made during the second due date period will be subject to a differentiated (higher) fee. Failure to pay after the second due date (i.e., after the last day of the month) will result in late payment interest charges.
- b. In the event of noncompliance with this signed commitment, the student may be suspended from their academic program and barred from taking final exams, defending their thesis, participating in graduation ceremonies, or receiving any other agreed-upon service. This list is not exhaustive.
- c. In the event of late payment, the Institution is authorized to apply a monthly finance charge to the unpaid balance, without prior notice.
- d. It is my sole responsibility to notify the relevant department of any change affecting my financial situation (such as a change of address, scholarships, discounts, changes in course load, change of financial guardian, or any other relevant circumstance), and the Institution is released from all liability in the event such notification is not provided.
- e. The Institution reserves the right to make future changes, without prior notice, to the cost of fees (tuition, room and board, housing) resulting from changes in applicable law that directly affect the cost of the services provided, or from extraordinary changes in the country's economic situation.
- f. This commitment shall remain in effect until all obligations incurred have been paid in full.

Read the Tuition and Fee Regulations (<https://uap.edu.ar/informacion-financiera/>)

The undersigned becomes a **joint** and several **guarantor** and primary obligor for the obligations incurred by the applicant student for tuition and any other obligation related to the Institution, and agrees that, in the event of any default by the student, they will be responsible for such obligations, waiving the benefits of discussion, division, or prior demand against the principal debtor, such that formal notice of the amount owed from the Institution shall be sufficient.

Consent and Commitment Form

18 YEARS OLD OR OLDER

STUDENT

I, (student's last name(s) and first name(s))
DNI/PA/CI:; a student at Universidad Adventista del Plata
or Instituto Superior Adventista del Plata D-222, declare that I have read and accepted the terms and conditions
of the **Ethical Commitment, Student Consent – Personal Data and Image Use, and Information Technology Re-
sources Use Policy and Commitment**, as set forth in the Admission Manual, which was provided together with my
Letter of Admission.

Handwritten signature:

Date: ____/____/____

FINANCIAL GUARDIAN

I, (last name(s) and first name(s)) financial
guardian of the student (student's last name(s) and first name(s))
Declare that I have read and accepted the terms and conditions of the **Financial Guardian Consent – Personal
Data and the Financial Commitment**, as set forth in the Admission Manual, which was provided together with the
student's Letter of Admission.

Handwritten signature:

Date: ____/____/____

Consent and Commitment Form

STUDENT UNDER 18 YEARS OF AGE

STUDENT'S MOTHER/FATHER/LEGAL GUARDIAN

I, (mother's/father's/guardian's last name(s) and first name(s))
DNI/PA/CI:; mother, father, or legal guardian of the student (student's last name(s)
and first name(s))DNI/PA/CI:, of Universidad Adventista del Plata or Instituto Superior Adventista del Plata D-222, declare that I have read and accepted the terms and conditions of the **Ethical Commitment, Student Consent – Personal Data and Image Use, and Information Technology Resources Use Policy and Commitment**, as set forth in the Admission Manual, which was provided together with the Letter of Admission.

Handwritten signature (father/mother/guardian):

Date: ____/____/____

FINANCIAL GUARDIAN

I, (last name(s) and first name(s)) financial
guardian of the student (student's last name(s) and first name(s))
Declare that I have read and accepted the terms and conditions of the **Financial Guardian Consent – Personal Data and the Financial Commitment**, as set forth in the Admission Manual, which was provided together with the student's Letter of Admission.

Handwritten signature of the financial guardian:

Identification Type and Number:

Date: ____/____/____

Place (city and province): _____

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☐
CHECKLIST

☐
Have you prepared your documents?

Passport, national identity card, or DNI.

Original, legalized, and apostilled secondary school certificate or diploma.

☐ Apostilled national-level Certificate of No Criminal Record, or its equivalent.

☐ Certificates required for specific degree programs.

☐ Completed and signed Consent and Commitment Form

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Students who have not yet turned 18 at the time the immigration process begins must also submit:

Original, apostilled birth certificate.

Photocopy of both parents' identity documents.

Apostilled Permiso del Menor (Minor's Guardianship Permit).

If either of your parents is Argentine, you must bring their original Argentine DNI and your updated, original, apostilled birth certificate.