

## Application Instructions

### Consider applying online.

Applying online is quick and easy. You can apply anytime, day or night, anywhere you have access to a computer, tablet or mobile device. When you apply online you will have access to your application portal where you can track documents required, upload certain documents, and send letter of recommendation requests electronically.

Visit [neiu.edu/apply](http://neiu.edu/apply)

### Admission Requirements

A graduate student-at-large (SAL) is an individual who does not wish to pursue a degree but wants to take courses for professional or scholarly reasons, personal enrichment, or to take a few courses before deciding whether to apply to a program. SALs are not admitted to degree-granting programs. As non-degree seeking students, SALs have permission to take undergraduate and graduate-level classes. However, if later admitted to a degree-granting program, only nine credit hours taken as an SAL may be applied toward a degree at the discretion of the program. SALs are subject to all of the same rules governing degree-seeking graduate students. Graduate SALs must have earned a baccalaureate degree or higher from a regionally accredited college or university. Graduate SALs do not qualify for financial aid.

### Application Deadlines

**Fall Semester:** July 15

**Spring Semester:** November 15

**Summer I Semester:** May 15

**Summer II Semester:** June 15

### General Admission Requirements

**Graduates:** Graduate SALs must supply proof of baccalaureate degree or higher from a regionally accredited college or university.

**Exchange students with J visa:** Exchange students with J visa, who have received an equivalent baccalaureate degree, may apply as an graduate SAL. You must submit a copy of your DS-2019, I-94, copy of your visa, and proof of degree.

**International students:** International students on an F visa may apply as a graduate SAL for summer only. Applicants must submit proof of degree, a copy of their I-20, I-94, visa, and a letter from their Designated School Official (DSO) at their home school giving permission to attend and affirming the home school will take responsibility in making sure the student stays in status.

### Decision and Review Process

Applications are considered complete when the Admissions Office has received all materials, including transcripts, test scores, letters, and/or immigration documents, if required. Applications are reviewed in order based on the date the file is complete. Please read the instructions carefully to avoid processing delays.

### General Information for Applicants

1. A non-refundable \$30 application fee is required with the application. Any application received without the application fee or waiver will not be processed. **Do not send cash.**
2. The application and all materials, transcripts, proof of degree, and/or immigration documents are required by the application deadline.
3. Official transcripts must be in a sealed envelope from the sending institution. Opened transcripts are not considered official. We also accept electronic transcripts sent from your college or university directly to Northeastern through appropriate services.
4. All documents submitted become the property of the University and will not be released to the student or outside party for any reason. Graduate SALs must submit proof of degree in the form of official transcripts. If your bachelor's degree or advanced degree was awarded from a college or university outside of the United States, you must submit official transcripts/marksheets, Educational Credentials Evaluators, Inc. (ECE) or World Education Services, Inc. (WES) course-by-course report.
5. If you are a permanent resident, please submit a copy of your permanent resident card. If you have been granted asylum, refugee status, or are adjusting your status, you must submit appropriate documentation from the U.S. Citizenship and Immigration Services office. If you are on a visa or are an exchange applicant, you must submit a copy of your valid, non-expired visa.
6. Applicants who served in the U.S. Armed Forces should submit a copy of form DD-214, copy 4.
7. This application is valid only for the semester for which you are applying. If you do not enroll in that semester, you must either defer your admission to the next semester, or you will need to submit a new application for a future semester. The application term may be changed one time per application, provided the request is made prior to the application deadline. Deferment form is available online at [neiu.edu](http://neiu.edu).

### Mail application to:

Northeastern Illinois University  
Admissions Office  
5500 North St. Louis Avenue  
Chicago, IL 60625-4799

### Contacting the Admissions Office

**Telephone:** (773) 442-4050

**Fax:** (773) 442-4020

**Email:** [admrec@neiu.edu](mailto:admrec@neiu.edu)

**Website:** [www.neiu.edu](http://www.neiu.edu)



## Additional Information

Have you previously attended Northeastern?  Yes  No      If yes, when did you last attend? \_\_\_\_\_

Are you a resident of Illinois, Indiana, Iowa, Kentucky, Michigan, Missouri or Wisconsin?    Yes     No

Are you a veteran of the U.S. Armed Forces or on active duty?  Yes     No

### High School/GED Information

Name of high school from which you graduated (or will graduate) \_\_\_\_\_ City \_\_\_\_\_ State or Country \_\_\_\_\_ Zip or Postal Code \_\_\_\_\_

Graduation/Expected Date \_\_\_\_\_ Have you completed/earned a G.E.D.?  Yes  No

### College, University and Post-Secondary Information

List all colleges, universities or post-secondary schools (including trade school) attended, regardless of accreditation. Failure to do so may result in dismissal from the University. Please list in reverse chronological order, beginning with the most recent school attended. Attach additional sheet if necessary.

Name/Campus	City	State	Beginning Date	Ending Date	Degree/Hours Earned

### Admission Application Certification

This application must be signed by the applicant before any action can be taken by the Admissions Office. I understand that withholding information requested on this application, including attendance at any other institution or giving false information, may make me ineligible for admission to Northeastern Illinois University and that my admission may be rescinded and class registration canceled, if already admitted. I have read and understand all instructions and information on this application. I understand that, during the admissions process, Northeastern may communicate information intended only for me at the personal email account listed on this application. I certify that the statements I have made on this application are correct and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Signature

#### For Office Use Only:

Form of payment:  Cash  Check  Waiver  Credit Card  Online      Payment verified by: Initials \_\_\_\_\_ Date \_\_\_\_\_

Changeover/Deferment requested:       Semester \_\_\_\_\_ Date \_\_\_\_\_ Processed by \_\_\_\_\_