Graduate Studies
Admission Application & Requirements
**Application Deadlines**

Consider applying online so you can track and upload documents, and send letter of recommendation requests electronically! [neiu.edu/apply](http://neiu.edu/apply)

*Some programs have earlier deadlines.*

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**Core Application Requirements**

1. **Application for Admission to Graduate Programs:**
   A non-refundable $30 application fee is required with the application. Any application received without the application fee or waiver will not be processed.  
   Please do not send cash.

2. **Two Letters of Recommendation and the Letter of Recommendation Forms:**
   Letters and forms should be enclosed in an envelope with the recommender's signature across the back seal. Letters should be from persons such as professors or employers who can attest to your qualifications. One letter should be from a former professor if you have been in school in the past five years. Letters of recommendation can be sent electronically if you apply using the online application.

   Please note: some Education programs require a specific letter of recommendation, which will be noted in the Additional Requirements section.

3. **Statement of Goals and Objectives:**
   Discuss your goals and objectives specific to your program of interest. Statement should be two pages.

4. **College Transcripts:**
   Current official transcripts from all colleges and universities attended. Official transcripts and examination scores must be in sealed envelopes from the sending college or institution. Opened transcripts are not considered official. All documents submitted become the property of the University and will not be released to the student or outside party for any reason. Courses taken at colleges or universities outside of the United States must be evaluated by Educational Credentials Evaluators, Inc. (ECE), Educational Perspectives (EP) or World Education Services, Inc (WES). The subject analysis or course-by-course evaluation is required. For more information, visit [www.ece.org](http://www.ece.org), [www.wes.org](http://www.wes.org) or [www.edperspectives.org](http://www.edperspectives.org).

5. **International students must also submit official TOEFL or IELTS report to Graduate Admissions.**

6. **Additional Required Documents:**
   Some programs may require test scores (GRE, GMAT, TAP), research papers, teaching certificate/licensure, or proof of prerequisite coursework. Additional program requirements can be found in the Academic Programs and Codes list on the following pages.

7. **If you are a permanent resident, please submit a copy of your permanent resident card. If you have been granted asylum, or refugee status, or are adjusting your status, you must submit appropriate documentation from U.S. Citizenship and Immigration Services. If you are on a visa or are an international applicant, you must submit a copy of your valid, non-expired visa.**

8. **Applicants who served in the U.S. Armed Forces should submit a copy of form DD-214, copy 4.**

9. **All core application requirements and additional requirements must be received by the Application Deadlines listed above.**

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**Application Deadlines**

**Domestic Deadlines**
- Fall Semester: July 15
- Spring Semester: November 1
- Summer Semester: April 1

**International Deadlines**
- Fall Semester: June 15
- Spring Semester: October 1
- Summer Semester: March 1
International Applicant Information

An international applicant is a foreign student who plans to apply for or is currently in the United States on an F visa or B1/B2 visa. To apply for admission, you must submit the following documents in addition to the Core Application Requirements listed above:

1. An official bank letter(s) from each sponsor. Amounts must be given in U.S. dollars.
2. NEIU Financial Statement.
3. If you are currently in the United States, submit a copy of your visa and I-94.
4. If you are currently in the United States, submit a copy of your current I-20.

Once your application is processed, wait for your I-20 to schedule an appointment with the U.S. Consular Office (www.usembassy.gov). To check on the status of your I-20, contact the Office of International Programs at international-programs@neiu.edu.

Admission to a Degree Program

The undergraduate academic record must reflect an overall grade point average of 2.75 or higher on a 4.0 scale. All undergraduate work is included in the evaluation. Post-bachelor's work in graduate-level courses, if any, is expected to average 3.0 (B) or better.

Admission Categories

Most students who are admitted to NEIU graduate programs are subject only to the standard policies that apply to all graduate students at NEIU. Some students will be offered admission to the following conditional/contingent/provisional statuses. Offers of admission are extended upon the recommendation of the graduate program and the approval of the College of Graduate Studies and Research.

Graduating Seniors: An undergraduate senior who meets all of the requirements for admission to the College and the specific degree program, and is within fifteen semester hours of completing an undergraduate degree may be granted Contingent Admission. Prior to the start of classes in the semester of admission, an applicant granted contingent admission must submit an official transcript showing conferral of the degree in order to start graduate coursework. Courses used to fulfill undergraduate degree requirements will not apply to the graduate degree program of study.

Conditional Admission: Applicants lacking mastery of certain, specific program prerequisites may be allowed to obtain that mastery by completing prerequisite coursework by a specified time or point in the graduate program, as deemed appropriate by the graduate program. Such applicants will be granted admission and assigned to “conditional status.” Students in conditional status will be required to complete their prerequisite work early in their graduate program, in accordance with the sequence of courses recommended by their graduate program.

Provisional Admission: Applicants who do not meet the standard academic background expected for full admission to a degree program, in certain cases, may be granted admission to “provisional status” upon the recommendation of the graduate program and the approval of the College of Graduate Studies and Research. Admission to provisional status may result from an applicant having:

1. A degree from an institution for which academic credit equivalency cannot be established, or one that issues transcripts with ungraded academic records.
2. An undergraduate cumulative grade point average that is below 2.75.
3. An erratic undergraduate academic record.

Readmission: Students who do not register for courses within three consecutive semesters (summer included) will be inactivated and must apply for readmission.

Notification of Admission: The Graduate Admissions Office will inform students in writing of the admission decision. Students who are admitted should contact their program advisor within two weeks of receiving notification of admission (the advisor’s name is identified in the letter of admission), register for the courses they plan to take in their first semester, and participate in orientation programs as specified by the college and/or program.

Admission Acceptance/Deferral: Students are expected to enroll in the semester for which they are admitted, as the application is valid only for that semester. A matriculation deferral for up to one year will be considered by emailing your request to grad-deferment@neiu.edu.
### Additional Program Requirements and Documents for Admission

<table>
<thead>
<tr>
<th>Core Documents for admission:</th>
<th>Core Documents as well as the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and fee</td>
<td>TOEFL/IELTS</td>
</tr>
<tr>
<td>Statement of Goals and Objectives (2 pages)</td>
<td>NEIU Financial Statement</td>
</tr>
<tr>
<td>2 letters of recommendation</td>
<td>Official Bank Letters/Statement in U.S. dollars</td>
</tr>
<tr>
<td>Official transcripts from all colleges/universities</td>
<td>ECE, EP or WES evaluation of all college credit</td>
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<tr>
<td>Additional program requirements (see below)</td>
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</table>

### Degree Programs in the Art and Sciences

<table>
<thead>
<tr>
<th>Biology, M.S.</th>
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<tbody>
<tr>
<td>Code (GE05)</td>
<td>Fall admission only</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Bachelor's degree with a major in biology (or the course equivalent of such, including the usual cognate science courses)</td>
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<tr>
<td>Overall undergraduate GPA of 2.75 and a minimum GPA of 3.0 in their biology and cognate courses</td>
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<thead>
<tr>
<th>Chemistry, M.S.</th>
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<tbody>
<tr>
<td>Code (GE07)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
<td>None</td>
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<table>
<thead>
<tr>
<th>Communication, Media and Theatre, M.A.</th>
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<tbody>
<tr>
<td>Code (GC13)</td>
<td>Fall admission only</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Sample research paper, honors thesis, or substantial research report</td>
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<tr>
<td>15 undergraduate credit hours (nine of which must be junior/senior level courses) in CMT or CMT-related courses, with at least a 3.0 GPA in these courses</td>
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<thead>
<tr>
<th>Computer Science, M.S.</th>
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<tbody>
<tr>
<td>Code (GS01)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
<td>None</td>
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</table>

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<thead>
<tr>
<th>English, M.A. - Composition Concentration</th>
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<tbody>
<tr>
<td>Code (GC12)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Statement of goals must discuss why you are qualified for graduate study in English</td>
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<tr>
<td>Writing sample between 10-15 pages</td>
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<thead>
<tr>
<th>English, M.A. - Literature Concentration</th>
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<tbody>
<tr>
<td>Code (GC05)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Statement of goals must discuss why you are qualified for graduate study in English</td>
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<tr>
<td>Writing sample between 10-15 pages</td>
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<thead>
<tr>
<th>Geography and Environmental Studies, M.A.</th>
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<tbody>
<tr>
<td>Code (GF08)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Completion of deficiency undergraduate coursework if applicant has not previously completed coursework or have experience equivalent to a minor in Geography and Environmental Studies</td>
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<tr>
<th>Gerontology, M.A.</th>
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<tr>
<td>Code (GP02)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Work/volunteer resume</td>
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<tr>
<td>Prerequisite training course in psychology-related statistics</td>
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<tr>
<th>History, M.A.</th>
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<tbody>
<tr>
<td>Code (GF06)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Writing sample of at least 10 pages, preferably relevant to history</td>
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<thead>
<tr>
<th>Latin American Literatures and Cultures, M.A.</th>
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<tbody>
<tr>
<td>Code (GC16)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Statement of Goals and Objectives written in Spanish</td>
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<tr>
<td>Evidence of written and oral proficiency in Spanish at the Advanced level, according to guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). Contact department for more information about this requirement.</td>
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<tr>
<th>Linguistics, M.A.</th>
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<tbody>
<tr>
<td>Code (GC11)</td>
<td>Spring, summer, fall admission</td>
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<tr>
<td>Additional Requirements:</td>
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<tr>
<td>Official TOEFL or IELTS scores or proof of foreign language study</td>
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<tr>
<td>9 hours of foreign language study at the undergraduate level or above</td>
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<tr>
<td>OR A minimum TOEFL score of 550 (paper); 79 on the Internet-based test; 213 (computer-based); OR a score of 6.5 on the IELTS</td>
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</tbody>
</table>

### International applicants must submit the Core Documents as well as the following:

- TOEFL/IELTS
- NEIU Financial Statement
- Official Bank Letters/Statement in U.S. dollars
- ECE, EP or WES evaluation of all college credit
Mathematics, M.S. - Applied Mathematics
Concentration
Code (GD02) | Spring, summer, fall admission

Additional Requirements:
• Successful completion of a calculus sequence through multivariable calculus and up to 6 mathematics courses beyond the calculus sequence. 3 of 6 courses must be from the following list – Linear Algebra, Differential Equations, Probability and Statistics, Numerical Analysis, Modeling, and Operations Research
• Must be comfortable using computational software, such as Maple, Mathematica, MATLAB, or Fortran
• Conditional admission may be granted to students if they only have 4 out of 6 of the courses beyond the calculus sequence

Mathematics, M.S. - Secondary Education
Concentration
Code (GD02) | Spring, summer, fall admission

Additional Requirements:
• Minimum 18 credit hours of college-level mathematics content courses that include multivariable calculus, linear algebra, and discrete mathematics. Equivalent courses completed in other subject areas such as physics, business, computer science, may apply.
• Conditional admission will be granted to applicants who do not have licensure but have completed the requisite coursework if they are currently enrolled or plan to enroll in a Teaching Licensure Program (TLP).

Music, M.A. - Applied Music Pedagogy
Code (GM02) | Spring, fall admission

Additional Requirements:
• Audition
• Placement exams in music theory and history (upon acceptance)

Political Science, M.A.
Code (GF07) | Spring, fall admission

Additional Requirements: none

Social Work, M.S.W. - Full Program
Code (GW01) | Fall admission only
Deadline March 1; decisions mailed in April

Transfers from other accredited MSW program should consult program for other start options.

Additional Requirements:
• Undergraduate GPA of 3.0
• Post-graduate GPA of 3.0 in at least 6 credit hours
• Liberal arts coursework that includes the social and behavioral sciences, the natural sciences, and the humanities
• Statistics course
• Three letters of recommendation
• Professional statement
• Additional requirements may include a background check

Social Work, M.S.W. (Advanced Standing)
Code (GW02) | Summer admission only
Deadline March 1; decisions mailed in April.

Additional Requirements:
• Undergraduate GPA of 3.25
• Three letters of recommendation. One of the letters of recommendation should be from the BSW Program Director, Field Director, of Faculty of the transfer school.

Teaching English to Speakers of Other Languages, M.A.
Code (GT05) | Spring, summer, fall admission

Additional Requirements:
For native speakers
• 9 credits of college-level work, or the equivalent, in one or more foreign languages
  OR
• Level 2 in a foreign language on the American Council on the Teaching of Foreign Languages Proficiency Assessment
For non-native speakers
• English proficiency demonstrated by a score of 95 on the internet-based TOEFL (IBT), with a minimum of 20 on each of 4 sections
  OR
• A score of 7.0 on IELTS, with a minimum of 6.5 on each of the four sections OR a score of 587 on the paper-based TOEFL

Certificate Programs in the Art and Sciences

Geographic Information Science Certificate
Code (G905) | Spring, summer, fall admission

Additional Requirements: none

Gerontology Senior Advocate Certificate
Code (G906) | Spring, summer, fall admission

Additional Requirements:
• Complete work/volunteer resume
• Prerequisite training course in psychology-related statistics

Teaching English to Speakers of Other Languages (TESOL) Certificate
Code (G904) | Spring, summer, fall admission

Additional Requirements:
For native speakers
• 9 credits of college level work, or the equivalent, in one or more foreign languages
  OR
• Level 2 in a foreign language on the American Council on the Teaching of Foreign Languages Proficiency Assessment
For non-native speakers
• English proficiency demonstrated by a score of 95 on the internet-based TOEFL (IBT), with a minimum of 20 on each of 4 sections
  OR
• a score of 7.0 on IELTS, with a minimum of 6.5 on each of the four sections OR a score of 587 on the paper-based TOEFL
### Biology, M.S. and Teaching Endorsement
**Code (GZ10) | Fall admission only**

**Additional Requirements:**
- Bachelor's degree with a major in biology (or the course equivalent of such, including the usual cognate science courses)
- Overall undergraduate GPA of 2.75 and a minimum GPA of 3.0 in their biology and cognate courses
- Meet requirements of corresponding Teacher Licensure Program

### English, M.A. and Teaching Endorsement
**Code (GZ11) | Spring, summer, fall admission**

**Additional Requirements:**
- Statement of goals must discuss why you are qualified for graduate study in English
- Writing sample between 10-15 pages
- Meet requirements of corresponding Teacher Licensure Program

### History, M.A. and Teaching Endorsement
**Code (GZ12) | Spring, summer, fall admission**

**Additional Requirements:**
- Writing sample between 10-15 pages; preferably relevant to history
- Meet requirements of corresponding Teacher Licensure Program

### Latin American Literatures and Cultures, M.A. and Teaching Endorsement
**Code (GZ14) | Spring, summer, fall admission**

**Additional Requirements:**
- Statement of Goals and Objectives written in Spanish
- Meet requirements of corresponding Teacher Licensure Program
- Evidence of written and oral proficiency in Spanish at the Advanced level, according to guidelines of the American Council on the Teaching of Foreign Languages (ACTFL).
- Contact department for more information about this requirement.

### Mathematics, M.S. and Teaching Endorsement
**Code (GZ13) | Spring, summer, fall admission**

**Additional Requirements:**
- Minimum 18 credit hours of college-level mathematics content courses that include multivariable calculus, linear algebra, and discrete mathematics. Equivalent courses completed in other subject areas such as physics, business, computer science, may apply.
- Meet requirements of corresponding Teacher Licensure Program

### Music, M.A. and Teaching Endorsement
**Code (GZ15) | Spring, fall admission**

**Additional Requirements:**
- Audition
- Placement exams in music theory and history (upon admission)
- Meet requirements of corresponding Teacher Licensure Program

### Clinical Mental Health Counseling, M.A.
**Code (GG13) | Spring, fall admission**

**Application deadlines:** March 15 for Fall; August 15 for Spring

**Additional Requirements:**
- Minimum undergraduate GPA of 2.75 on 4.0 scale
- Counselor Education application
- Essay (instructions on Counselor Education application)
- Resume
- Attendance at pre-admission workshop

See Counselor Education website for detailed information.

### Community and Teacher Leaders, M.A.
**Code (Gi05) | Spring, summer, fall admission**

**Additional Requirements:** none

### Educational Leadership, M.A. - Higher Education Concentration
**Code (GX06) | Fall admission only**

**Additional Requirements:**
- Resume or curriculum vitae
- GCOE Recommendation letter and form required in lieu of admission recommendation form

### Educational Leadership, M.A. - School Leadership (K-12) Concentration
**Code (GX05) | Spring, summer, fall admission**

**Note:** The semester prior to admission to the M.A. program, student must be admitted as a Graduate Student-at-Large. The graduate program applications are completed during LEAD 424 while student is a Graduate Student-at-Large.

**Additional Requirements:**
- Minimum 2.75 G.P.A. from most recent degree
- Completion of two years of PK-12 full-time teaching OR school service personnel experience within the last five years
- Copy of valid and current Illinois Professional Educator License (PEL) OR endorsed in a school support personnel area
- Completion of a successful training OR school support personnel portfolio
- In-person interview
- GCOE Recommendation letter and form required in lieu of admission recommendation form
- Two NEIU Disposition Assessments (completed by supervisors)
- Successful completion of a written exam provided by the department

### Elementary Education, M.A.T.
**Code (GL11) | Fall admission only**

**Additional Requirements:**
- Minimum GPA of 3.0
- GCOE Recommendation letter and form required in lieu of admission recommendation form
<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Admission</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Science, M.S.</td>
<td>(GR02)</td>
<td>Fall admission</td>
<td>none</td>
</tr>
<tr>
<td>Family Counseling, M.A.</td>
<td>(GG10)</td>
<td>Spring, fall</td>
<td>Minimum undergraduate GPA of 2.75 on 4.0 scale</td>
</tr>
<tr>
<td>Human Resource Development, M.A.</td>
<td>(GH01)</td>
<td>Spring, fall</td>
<td>none</td>
</tr>
<tr>
<td>Instruction in Language Arts, M.S. -</td>
<td>(GL06)</td>
<td>Spring, summer,</td>
<td>Copying of teaching license, Minimum of 18 hours of coursework in literature/composition,</td>
</tr>
<tr>
<td>Secondary Education</td>
<td></td>
<td>fall admission</td>
<td>linguistics, and/or speech</td>
</tr>
<tr>
<td>Literacy Education, M.A.</td>
<td>(GJ03)</td>
<td>Spring, summer,</td>
<td>Copying of teaching license, Proof of minimum of one year’s teaching experience,</td>
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<td></td>
<td></td>
<td>fall admission</td>
<td>GCOE Recommendation letter and form required in lieu of admission recommendation form</td>
</tr>
<tr>
<td>Middle Level Education, M.A.T.</td>
<td>(GL12)</td>
<td>Fall admission</td>
<td>A 400-word sample essay, GCOE Recommendation Letter and form required in lieu of admission</td>
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<tr>
<td></td>
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<td>recommendation form</td>
</tr>
<tr>
<td>Public Health, M.P.H.</td>
<td>(GR03)</td>
<td>Fall admission</td>
<td>Essay - 1) In 1,500-2,500 words, describe 1) what public health means to you; 2) what</td>
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<tr>
<td></td>
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<td>areas of public health interest you most; and 3) how a degree in public health will</td>
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<td>support or advance your career goals, GPA of 3.0 or better in a major related to one of</td>
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<td>the 5 core public health areas: biostatistics, epidemiology, environmental health science,</td>
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<td>health services administration, and the social and behavioral sciences (Applicants may</td>
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<td>be granted conditional admission.)</td>
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<tr>
<td>Rehabilitation Counseling, M.A.</td>
<td>(GG12)</td>
<td>Spring, fall</td>
<td>Minimum undergraduate GPA of 2.75 on 4.0 scale, Counselor Education application, Essay</td>
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<td></td>
<td>(instructions on Counselor Education application), Resume</td>
</tr>
<tr>
<td>School Counseling, M.A.</td>
<td>(GG11)</td>
<td>Spring, fall</td>
<td>Minimum undergraduate GPA of 2.75 on 4.0 scale, Counselor Education application, Essay</td>
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<tr>
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<td></td>
<td>(instructions on Counselor Education application), Resume</td>
</tr>
<tr>
<td>Secondary Education, M.A.T.</td>
<td>(GL13)</td>
<td>Spring, summer,</td>
<td>Minimum GPA of 3.0, Interview scheduled with program faculty when application is received,</td>
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<td></td>
<td>fall admission</td>
<td>GCOE Recommendation Letter and form required in lieu of admission recommendation form</td>
</tr>
<tr>
<td>Special Education, M.A.</td>
<td>(GA10)</td>
<td>Spring, fall</td>
<td>GCOE Recommendation Letter and form required in lieu of admission recommendation form</td>
</tr>
<tr>
<td>Special Education, M.S.</td>
<td>(GA11)</td>
<td>Spring, fall</td>
<td>Proof of full PK-21 LBS I endorsement or equivalent, GCOE Recommendation Letter and form</td>
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<td>required in lieu of admission recommendation form</td>
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<tr>
<td>Program</td>
<td>Admission</td>
<td>Code</td>
<td>Additional Requirements</td>
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<tr>
<td>Teaching and Inquiry, M.S.</td>
<td>Spring, summer, fall admission</td>
<td>GL10</td>
<td>Copy of teaching license</td>
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<td>One of the letters of recommendation must be written by a teacher or administrator at the applicant’s school or previous school</td>
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<td>Completion of two years of PK-9 teaching in the applicant’s own classroom</td>
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<td>Completed program application</td>
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<td>Statement of goals must include teaching history</td>
</tr>
<tr>
<td>Urban Community Studies, M.A.</td>
<td>Spring, fall admission</td>
<td>GI03</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>One of the letters of recommendation must be written by a teacher or administrator at the applicant’s school or previous school</td>
</tr>
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<td>Completion of two years of PK-9 teaching in the applicant’s own classroom</td>
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<td>Completed program application</td>
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<td>Statement of goals must include teaching history</td>
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</tbody>
</table>

**Endorsement and Focus Programs in Education**

*Indicates programs that do not require statement of goals or letters of recommendation from core documents list.

<table>
<thead>
<tr>
<th>Program</th>
<th>Admission</th>
<th>Code</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (K-12) Endorsement: Focus Program*</td>
<td>Spring, summer, fall admission</td>
<td>G524</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Bilingual Endorsement Focus Program*</td>
<td>Spring, summer, fall admission</td>
<td>G515</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Early Childhood Education Focus Program*</td>
<td>Spring, fall admission</td>
<td>G516</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Elementary Education Focus Program*</td>
<td>Spring, summer, fall admission</td>
<td>G517</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Health Education (9-12) Endorsement: Focus Program*</td>
<td>Spring, summer, fall admission</td>
<td>G522</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Middle Level Education Endorsement*</td>
<td>Spring, summer, fall admission</td>
<td>G525</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Physical Education (K-12) Endorsement Focus*</td>
<td>Spring, summer, fall admission</td>
<td>G523</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Reading Teacher Endorsement: Elementary Level</td>
<td>Spring, summer, fall admission</td>
<td>G520</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Reading Teacher Endorsement: Secondary Level</td>
<td>Spring, summer, fall admission</td>
<td>G521</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>School Counselor Endorsement (Non-Degree)</td>
<td>Spring, summer, fall admission</td>
<td>G526</td>
<td>Master's degree in counseling or a closely-related field</td>
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<td>Non-degree endorsement application</td>
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<td>Essay (instructions on non-degree endorsement application)</td>
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<td>Resume</td>
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<td></td>
<td>Copy of PEL. If no PEL, results of state and federal fingerprint background check</td>
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<td>See Counselor Education website for detailed information.</td>
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<tr>
<td>Secondary Education Focus Program*</td>
<td>Spring, summer, fall admission</td>
<td>G518</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Special Education, Learning Behavior Specialist I (LBS I) Focus Program</td>
<td>Spring, fall admission</td>
<td>G501</td>
<td>Copy of teaching license</td>
</tr>
<tr>
<td>Special Education, LBS II - Curriculum Adaptation Specialist (CAS)</td>
<td>Spring, fall admission</td>
<td>G503</td>
<td>Proof of Full (P-21) LBS I Endorsement or equivalent</td>
</tr>
<tr>
<td>Special Education, LBS II - Behavior Intervention Specialist (BIS)</td>
<td>Spring, fall admission</td>
<td>G504</td>
<td>Proof of Full (P-21) LBS I Endorsement or equivalent</td>
</tr>
</tbody>
</table>
Special Education, LBS II - Learning Behavior Specialist (LBS)
Code (G502) | Spring, fall admission

Additional Requirements:
• Proof of Full (PkJ-21) LBS | Endorsement or equivalent

Teacher Leader Endorsement
Code (G108) | Spring, summer, fall admission

Additional Requirements:
• Copy of teaching license

TLP Secondary Education
Code (G313) | Spring, summer, fall admission

Concentrations: (G1) Language Arts, (G2) Social Science: History, (G3) Mathematics, (G4) Science: Biology, (G5) Science: Chemistry, (G6) Science: Physics, (G7) Science: Earth Science

Additional Requirements:
• Minimum GPA of 3.0
• Interview scheduled with program faculty after application is received

Certificate Programs in Education

Addiction Counseling Certificate
Code G908 | Spring, summer, fall admission

Additional Requirements:
Applicants who are current students in M.A. Counseling programs:
• Certificate in Addiction Counseling application

Applicants who are not current Counselor Education students:
• Graduate degree in counseling or a closely-related mental health field
• GPA of 3.0
• Certificate in Addiction Counseling application
• Essay (instructions on Counselor Education application)
• Resume
See Counselor Education website for detailed information.

Couple and Family Counseling Certificate
Code G907 | Spring, summer, fall admission

Additional Requirements:
Applicants who are current students in M.A. Counseling programs:
• Couple and Family Counseling application

Applicants who are not current Counselor Education students:
• Graduate degree in counseling or a closely-related mental health degree that meets the academic and clinical requirements for licensure as a master's level mental health professional
• Counselor Education application
• Essay (instructions on Counselor Education application)
• Resume
See Counselor Education website for detailed information.

Public Health Certificate
Code G909 | Spring, summer, fall admission

Additional Requirements:
• GPA of 3.0 or better in a major related to one of the 5 core public health areas: biostatistics, epidemiology, environmental health science, health services administration, and the social and behavioral sciences (Applicants may be granted conditional admission)

Degree Programs in Business and Management

Accounting, M.S.
Code (GB02) | Spring, summer, fall admission

Additional Requirements:
• GMAT (450 points minimum) or GRE Scores (149 points on each part, quantitative and verbal)
• Resume or curriculum vitae

Business Administration, M.B.A.
Code (GB03) | Spring, summer, fall admission

Additional Requirements:
• GMAT (450 points minimum) or GRE Scores (149 points on each part, quantitative and verbal)
• Resume or curriculum vitae

See Counselor Education website for detailed information.
All documents must be sent to Graduate Admissions by the application deadlines. Some programs have earlier deadlines.

**Domestic Deadlines**
- **Fall Semester:** July 15
- **Spring Semester:** November 1
- **Summer Semester:** April 1

**International Deadlines**
- **Fall Semester:** June 15
- **Spring Semester:** October 1
- **Summer Semester:** March 1

Document checklist for graduate admission:
- Application
- Fee *(Please do not send cash.)*
- Statement of Goals and Objectives *(2 pages)*
- 2 letters of recommendation
- Official transcripts from all colleges/universities
- Additional documents required by the program you are applying to *(if no additional documents are required, disregard.)*

**Send documents to:**
Graduate Admissions
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625
Master’s and Graduate Certificate or Licensure Program Admission Application

Please provide legal name. Using shortened, abbreviated or nicknames will cause delays in processing and may require you to submit proof of legal name.

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Preferred First Name</th>
<th>Previous Last Name</th>
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</thead>
</table>

Permanent Address

City ___________________ State (or Country) _______________ Zip or Postal Code _______________

Social Security Number ________________

Why do we ask for your Social Security Number (SSN)?
Your SSN is requested pursuant to Public Law 93-579 for the University’s system of student records, as well as for compliance with federal and state reporting requirements. A SSN is required if you are applying for financial aid but is not required for admission to the University. Supplying a SSN ensures that you will be able to claim the American Opportunity Tax Credit, if you are eligible, on your federal tax return.

Telephone Number (______) ___________________ Cell Phone Number (______) ___________________ May we contact you through cell phone text messaging? ☐ Yes ☐ No

Email Address ___________________ Birth Date: Month ______ Day ______ Year ______ Gender: ☐ Male ☐ Female

Emergency Contact ___________________ Phone (______) ___________________ Relationship ___________________

Citizenship: ☐ U.S. Citizen ☐ Visa or International (Provide visa information to the right)

Visa Type _______________ Expiration _______________ Country of Citizenship _______________

☐ Permanent Resident ☐ Adjustment of Status/Other

☐ Refugee/Asylum ☐ Undocumented

The application semester may be changed one time per application, provided the request is made prior to the start of the original semester.

Semester applying for: ☐ Fall ☐ Spring ☐ Full Summer Year: _______ Program Code: _______ Concentration Code: _______

(Additional Requirement and Program codes) (Secondary Education only)

Applicant type: (check only one) ☐ Master’s Program ☐ Graduate Certificate or Licensure Program

☐ Master’s Program Readmission ☐ Graduate Certificate or Licensure Program Readmission

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, on active duty, a Reservist, or in the National Guard? ☐ Yes ☐ No

Are you the spouse or dependent child of a veteran of the U.S. Armed Forces? ☐ Yes ☐ No

Information in this section is being requested so that we may demonstrate compliance with federal requirements. Your response will not affect the admission decision.

Are you Hispanic or Latino/Latina (Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)? ☐ Yes ☐ No

Select one or more of the following races:
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

Do you identify as lesbian, gay, bisexual, transgender or questioning (LGBTQ)? ☐ Yes ☐ No

Have either of your parents/guardians completed a bachelor’s degree or higher? ☐ Yes ☐ No

Are you interested in campus housing? ☐ Yes ☐ No

Optional Information (Does not affect the admission decision)

Provide visa information to the right
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Degree/Hours Earned</th>
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**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 admission 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

---

**Mail Application to:**
Graduate Admissions
Northeastern Illinois University
Graduate Admissions
5500 North St. Louis Avenue
Chicago, IL 60625-4699

**Contact the Graduate Admissions Office**
Telephone: (773) 442-6001
Email: graduateadmissions@neiu.edu
Website: neiu.edu/admissions
Fax: (773) 442-4020

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**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 ______________
Applicant’s Name (please print) ______________________________________________________________

TO THE APPLICANT: Each letter of recommendation must be accompanied by a Letter of Recommendation form. Letters, which should be written on letterhead, should be from persons such as professors or employers who can attest to your qualifications. One letter should be from a former professor if you have been in school in the past five years.

I understand the letter of recommendation and the letter of recommendation form is to be received and maintained in confidence by Northeastern Illinois University for admission consideration for graduate status. I hereby expressly waive any and all rights I might have of access to this evaluation under the Family Education Rights and Privacy Act of 1974 and any/or all other laws, regulations, or policies. I understand the rights I am waiving include, but are not limited to, the right to inspect and review the letter and form, the right to have a copy of the letter or form made for my use, and the right to request an amendment of this letter.

☐ I waive my rights as stated above. ☐ I do not waive my right to review the letter of recommendation/form.

Date ________________________________  Applicant’s Signature ________________________________

PLEASE MAIL THIS FORM TO YOUR RECOMMENDER. NOTE: Both this form and separate letter of recommendation required.

Recommender Information

Recommender’s Name, Position or Title (Please print.) ________________________________

Name of Institution or Business __________________________________________________________

Phone ________________________________ Email Address ________________________________

How long have you known the recommender? ________________________________

In what capacity do you know the recommender? ________________________________

Please return completed form to:

Graduate Admissions, D 101D
Northeastern Illinois University
5500 North St. Louis Avenue, Chicago, IL 60625

Note: If you change recommenders, you must complete a new Letter of Recommendation Form to include your new recommender’s information. Copies of this form are available to download at neiu.edu/admissions.
Applicant’s Name (please print) ____________________________________________

TO THE APPLICANT: Each letter of recommendation must be accompanied by a Letter of Recommendation form. Letters, which should be written on letterhead, should be from persons such as professors or employers who can attest to your qualifications. One letter should be from a former professor if you have been in school in the past five years.

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☐ I waive my rights as stated above. ☐ I do not waive my right to review the letter of recommendation/form.

Date ___________________________ Applicant’s Signature _________________________

PLEASE MAIL THIS FORM TO YOUR RECOMMENDER. NOTE: Both this form and separate letter of recommendation required.

Recommender Information

Recommender’s Name, Position or Title (Please print.) ___________________________

Name of Institution or Business ___________________________

Phone ___________________________ Email Address ___________________________

How long have you known the recommender? ___________________________

In what capacity do you know the recommender? ___________________________

Please return completed form to:

Graduate Admissions, D 101D
Northeastern Illinois University
5500 North St. Louis Avenue, Chicago, IL 60625

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