

# How to Apply Online

## Create Application Portal Account

When you are ready to apply for admission to Northeastern Illinois University, you must create an account on our Application Portal. The Application Portal allows you to submit an application, check the status of your application, view required documents, upload documents, print your admission letter, and confirm your admission.

1. Navigate to NEIU Application Portal at [www.neiu.edu/Apply](http://www.neiu.edu/Apply)
2. If you are a new applicant, click **New Users – Create account here to apply**.

### Log in to Northeastern Illinois University's Application Portal

[New Users - Create account here to apply](#)

Email Address

Password

 SHOW

[Forgot your password?](#)

Remember Me

Are you logged in from a public computer?

Log in

Northeastern Illinois University  
5500 N. St. Louis Ave, Chicago, Illinois 60625  
(773) 442-4071  
[Recruiter Entry](#)

3. Enter the requested **Basic Information**. Fields designated with \* are required fields, but we recommend entering all data.
4. Enter a **password** you will remember, then enter it again in the **Confirm Password** field.
5. Enter a **password question** (which will be used if you later forget your password).
6. Enter a **password answer** (which will be used if you later forget your password).
7. Click the **Create Account** button.
8. You will now be redirected to the NEIU Application portal.

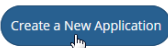
## Create a New Application

Once you are logged into the Application Portal, you can now submit an application. Follow these steps below to get started.

1. In My Applications section, click the **Create New Application** button.

My Applications

You do not currently have any applications.



2. You are now directed to the **Application Selection Menu**. It is important to read the Admission Type Description carefully to make sure you are selecting the appropriate application to avoid delays in processing your application and admission.
3. Under **Admission Type Description**, click the **View Admission Type Descriptions** drop-down.
4. Select one of the **Admission Types**. Read the description that appears below the field to determine if this is the correct admission type. If not, select another admission type.
5. Once you have determined the correct **Admission Type**, click on the **Select Application Type** drop-down.
6. Select the same **Application Type** that matches the **Admission Type** you selected.
7. Click the **Start Application** button.
8. In the next step, confirm that the **correct semester** is listed and click **Start My Application**.
9. You are now redirected to the application.

## Filling out the Application

You can navigate the application using the navigation menu across the top of the application. The application is broken down into various sections. You can navigate directly to a specific section by clicking on the link from the navigation menu.

At the bottom of each section, you can navigate to the next section by clicking the Save & Continue button. You must complete information on each section. We recommend following the navigation flow in order.

1. **Read the instructions.** After reading, scroll to the bottom of the section and click the **Save & Continue** button.
2. Enter the requested information on each section of the application. Fields designated with \* are required. However, we recommend entering a response to all fields.
3. After entering information in each section, continue through the application by clicking the **Save & Continue** button.
4. When you reach the **Admission Info** section, please note, if a semester does not appear in the term field that means NEIU is currently not accepting applications for that semester yet. Additionally, if the program you want to apply to does not appear, that indicates that the program does not admit for the term you selected.

5. When you reach the final section, read **each certification statement** and select the appropriate response.
6. Type your electronic signature in the **Signature** field.
7. Click the **Preview Before Submission** button.
8. Scroll through the application and review your responses. If you need to make corrections, click the **Edit Application** button. If all responses are correct, click the **Submit Application** button.
9. You will now need to pay the application fee to complete the application submission process.
10. If you have an application fee waiver promo code, enter the code in the PROMO code field and click the **Apply** button to apply the discount. Click the **Submit** button.
11. If you do not have a promo code, click the **Make Online Payment** button. You will be redirected to our payment vendor. Enter your credit card information and proceed with the prompts to complete the transaction.
12. You will now be redirected to the **Application Portal**. Your application is now submitted.

### **Next Steps after Submitting the Application**

Once you have submitted your application, you will begin to receive emails regarding the application status, missing documents, and other admission related information. The first email you receive will have an attachment, **Using the NEIU Application Portal**, that will walk you through the steps to use the Application Portal periodically to track the application status and see which documents have been received.

Thank you for applying to Northeastern Illinois University! We look forward to you joining our community of learners and leaders!