



Graduate Studies

Admission Application
& Requirements

Northeastern offers over 50 graduate and post-baccalaureate programs.

Whether you're seeking a master's degree, certification or licensure, our programs will meet your needs. Our small class sizes allow for quality interaction with faculty and students.

Application Deadlines

Consider applying online so you can track and upload documents, and send Letter of Recommendation requests electronically! neiu.edu/apply

**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

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., Educational Perspectives or World Education Services, Inc. The subject analysis or course-by-course evaluation is required. For more information, visit ece.org, wes.org or 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.

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 15 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

All applicants are required to submit the following *Core Documents* for admission:

- Application and fee
- Statement of Goals and Objectives (2 pages)
- 2 Letters of Recommendation
- Official transcripts from all colleges/universities
- Additional program requirements (see below)

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
- Evaluation of all college credit by a member company of NACES (www.naces.org/members)

Degree Programs in the Art and Sciences

Biology, M.S.

Code (GE05) | 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

Chemistry, M.S.

Code (GE07) | Spring, summer, fall admission

Additional Requirements: None

Communication, Media and Theatre, M.A.

Code (GC13) | Fall admission only

Additional Requirements:

- Sample research paper, honors thesis, or substantial research report
- 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

English, M.A. - Composition Concentration

Code (GC12) | Spring, summer, fall admission

Additional Requirements:

- Statement of Goals and Objectives must discuss why you are qualified for graduate study in English
- Writing sample between 10-15 pages

English, M.A. - Literature Concentration

Code (GC05) | Spring, summer, fall admission

Additional Requirements:

- Statement of Goals and Objectives must discuss why you are qualified for graduate study in English
- Writing sample between 10-15 pages

Geography and Environmental Studies, M.A.

Code (GF08) | Spring, summer, fall admission

Additional Requirements:

- Completion of deficiency undergraduate coursework if applicant has not previously completed coursework or have experience equivalent to a minor in Geography and Environmental Studies.

Gerontology, M.A.

Code (GP02) | Spring, summer, fall admission

Additional Requirements:

- Work/volunteer resume
- Prerequisite training course in psychology-related statistics

History, M.A.

Code (GF06) | Spring, summer, fall admission

Additional Requirements:

- Writing sample of at least 10 pages, preferably relevant to history

Latin American Literatures and Cultures, M.A.

Code (GC16) | Spring, summer, fall admission

Additional Requirements:

- Statement of Goals and Objectives **written in Spanish**
- 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.

Linguistics, M.A.

Code (GC11) | Spring, summer, fall admission

Additional Requirements:

- 9 hours of foreign language study at the undergraduate level or above

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:

- An audition (facilitated through neu.getacceptd.com)
- 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 January 15; decisions mailed in April.

Full Program admission is for applicants that have a bachelor's degree in a discipline other than Social Work; have a bachelor's degree in Social Work (BSW) from more than five (5) years ago; or have a BSW degree that is not from a Council on Social Work Education (CSWE) accredited program. Transfers from other accredited MSW programs should consult program for other start options.

Additional Requirements:

- Three Letters of Recommendation (preference of at least one from previous professor)
- Resume
- Professional statement

Social Work, M.S.W. (Advanced Standing)

Code (GW02) | Summer admission only

Deadline January 15; decisions mailed in April.

Advanced Standing admission is for applicants that have a bachelor's degree in Social Work (BSW) from five (5) years ago or less, from a Council on Social Work Education (CSWE) accredited program.

Additional Requirements:

- Undergraduate GPA of 3.0
- Three Letters of Recommendation
- Resume
- Professional statement

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

Combined Endorsement and Degree Programs in the Arts and Sciences

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 and Objectives 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:

- An audition (facilitated through neiu.getacceptd.com)
- Placement exams in music theory and history (upon admission)
- Meet requirements of corresponding Teacher Licensure Program

Degree Programs in Education

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

Couple and Family Counseling, M.A.

Code (GG14) | 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.

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
- Two Letters of Recommendation (*completed by supervisors*)
- 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

Exercise and Sport Science, M.S.

Code (GR04) | Spring, fall admission

Additional Requirements:

- The Statement of Goals and Objectives should be two pages and include your goals for a career in exercise science and why you are qualified for graduate study.

Human Resource Development, M.A.

Code (GH01) | Spring, fall admission

Additional Requirements: none

Instruction in Language Arts, M.S. - Secondary Education

Code (GL06) | Spring, summer, fall admission

Additional Requirements:

- Copying of teaching license
- Minimum of 18 hours of coursework in literature/composition, linguistics, and/or speech

Literacy Education, M.A.

Code (GJ03) | Spring, summer, fall admission

Additional Requirements:

- One year teaching experience preferred
- GCOE Recommendation Letter and form required in lieu of admission Recommendation Form

Middle Level Education, M.A.T.

Code (GL12) | Fall admission only

Additional Requirements:

- A 400-word sample essay
- GCOE Recommendation Letter and form required in lieu of admission Recommendation Form

Public Health, M.P.H.

Code (GR03) | Spring, fall admission

Additional Requirements:

- Essay - In 1,500-2,500 words, describe 1) what public health means to you; 2) what areas of public health interest you most; and 3) how a degree in public health will support or advance your career goals. Please tailor your essay responses to reflect your concentration of interest—Public Health Promotion or School Health
- GPA of 2.75 or better (on a 4-point scale). Two Recommendation Letters from references familiar with applicant's scholarship and experience.

Rehabilitation Counseling, M.A.

Code (GG12) | 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.

School Counseling, M.A.

Code (GG11) | 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.

Secondary Education, M.A.T.

Code (GL13) | 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 when application is received
- GCOE Recommendation Letter and form required in lieu of admission Recommendation Form

Special Education, M.A.

Code (GA10) | Spring, fall admission

Additional Requirements:

- GCOE Recommendation Letter and form required in lieu of admission Recommendation Form

Special Education, M.S.

Code (GA11) | Spring, fall admission

Additional Requirements:

- Proof of full PK-21 LBS I endorsement or equivalent
- GCOE Recommendation Letter and form required in lieu of admission Recommendation Form

Teaching and Inquiry, M.S.

Code (GL10) | Spring, summer, fall admission

Additional Requirements:

- Copy of teaching license
- One of the Letters of Recommendation must be written by a teacher or administrator at the applicant's school or previous school
- Completion of two years of PK-9 teaching in the applicant's own classroom
- Completed program application
- Statement of Goals and Objectives must include teaching history

Urban Community Studies, M.A.

Code (GI03) | Spring, fall admission

Additional Requirements: none

Endorsement and Focus Programs in Education

(*) Indicates programs that do not require Statement of Goals and Objectives or Letters of Recommendation from core documents list.

(**) Indicates programs that do not require letters of Recommendation from core documents list.

Art (K-12) Endorsement: Focus Program*

Code (G524) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Bilingual Endorsement Focus Program*

Code (G515) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Computer Science Endorsement: Focus Program*

Code (G528) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Early Childhood Education Focus Program*

Code (G516) | Spring, fall admission

Additional Requirements: Copy of teaching license

Elementary Education Focus Program*

Code (G517) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Health Education (9-12) Endorsement: Focus Program*

Code (G522) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Middle Level Education Endorsement*

Code (G525) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Physical Education (K-12) Endorsement Focus*

Code (G523) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Reading Teacher Endorsement (PK-12)

Code (G527) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

School Counselor Endorsement (Non-Degree)

Code (G526) | Spring, summer, fall admission

Additional Requirements:

- Master's degree in counseling or a closely-related field
- Non-degree endorsement application
- Essay (instructions on non-degree endorsement application)
- Resume
- Copy of PEL. If no PEL, results of state and federal fingerprint background check

See Counselor Education website for detailed information.

Secondary Education Focus Program*

Code (G518) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Special Education, Learning Behavior Specialist I (LBS I) Focus Program

Code (G501) | Spring, fall admission

Additional Requirements: Copy of teaching license

Special Education, LBS II - Curriculum Adaptation Specialist (CAS)

Code (G503) | Spring, fall admission

Additional Requirements:

- Proof of Full (Pk-21) LBS I Endorsement or equivalent

Special Education, LBS II - Behavior Intervention Specialist (BIS)

Code (G504) | Spring, fall admission

Additional Requirements:

- Proof of Full (Pk-21) LBS I Endorsement or equivalent

Special Education, LBS II - Learning Behavior Specialist (LBS)

Code (G502) | Spring, fall admission

Additional Requirements:

- Proof of Full (Pk-21) LBS I Endorsement or equivalent

Teacher Leader Endorsement*

Code (G108) | Spring, summer, fall admission

Additional Requirements: Copy of teaching license

Teacher Licensure Program: Art (K-12)**

Code (G302) | Spring, summer, fall admission

Additional Requirements: None

Teacher Licensure Program: Early Childhood Education**

Code (G301) | Spring, summer, fall admission

Additional Requirements: None

Teacher Licensure Program: Elementary Education**

Code (G300) | Spring, fall admission

Additional Requirements: None

Teacher Licensure Program: Music Education (K-12)**

Code (G309) | Spring, summer, fall admission

Additional Requirements: None

Teacher Licensure Program: Physical Education (K-12)**

Code (G310) | Spring, summer, fall admission

Additional Requirements: None

Teacher Licensure Program: Spanish (K-12)**

Code (G311) | Spring, summer, fall admission

Additional Requirements: None

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:

- An undergraduate GPA of 2.75 or better (on a 4-point scale)

Rehabilitation Counseling Certificate

Code G911 | Spring, summer, fall admission

Applicants who are current students in M.A. Counseling Programs:

- Graduate Certificate in Rehabilitation Counseling application

Applicants who are not current Counselor Education students:

- Graduate degree in counseling or a closely-related mental health field
- Application for Admission to Graduate Programs
- Graduate Certificate in Rehabilitation Counseling Application
- Essay (instructions on Counselor Education application)
- Resume

See Counselor Education website for detailed information.

School Health Certificate

Code G912 | Spring, summer, fall admission

Additional Requirements: None

Trauma-Informed Counseling Certificate

Code G910 | Spring, summer, fall admission

Applicants who are current students in M.A. Counseling programs:

- Graduate Certificate in Trauma-Informed Counseling Application

Applicants who are not current Counselor Education students:

- Graduate degree in counseling or a closely-related mental health field
- A minimum GPA of 3.0 on a 4.0 scale
- Application for Admission to Graduate Programs
- Graduate Certificate in Trauma-Informed Counseling Application
- Essay (instructions on Counselor Education application)
- Resume

See Counselor Education website for detailed information.

Workplace Learning and Performance Certificate

Code (G913) | Fall admission only

Additional requirements: None

Degree Programs in Business and Technology

**Applicants to the Accounting, M.S. or the Business Administration, M.B.A. must apply using the BusinessCAS application at businesscas.org/apply*

Accounting, M.S.*

Code (GB02) | Spring, summer, fall admission

Additional Requirements:

- Applicants must apply using the BusinessCAS application at businesscas.org/apply
- 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:

- Applicants must apply using the BusinessCAS application at businesscas.org/apply
- GMAT (450 points minimum) or GRE Scores (149 points on each part, quantitative and verbal)
- Resume or curriculum vitae

Computer Science, M.S.

Code (GS01) | Spring, summer, fall admission

Additional Requirements: None



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



Please remember to:

- Attach \$30 application fee payable to: Northeastern Illinois University
- Sign and date the application
- Verify your email address is correct

Master's and Graduate Certificate or Licensure Program Admission Application

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

Last Name First Name Middle Name Preferred First Name Previous Last Name

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 _____
Please print clearly. We will communicate with you via email regarding your application status. Your email address is also used to create your application portal login.

Gender: ☐ Male ☐ Female ☐ Trans ☐ Non-binary ☐ Prefer not to disclose ☐ Other _____

Emergency Contact _____ Phone (_____)_____ Relationship _____

Citizenship: ☐ U.S. Citizen ☐ Visa or International Visa Type _____ Expiration _____ Country of Citizenship _____
(Provide visa information to the right)
☐ 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: _____
(check only one) (Additional Requirement and Program codes)

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

Illinois Educator Identification Number (IEIN): _____

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 dependant child of a veteran of the U.S. Armed Forces? ☐ Yes ☐ No

Optional Information
(Does not affect the admission decision)

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 Latina/o/x (Person of Cuban, Mexican, Puerto Rican, South or Central American descent, 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

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	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 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

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 _____



Please remember:

- Attach a Letter of Recommendation
- Sign and date the form
- Recommendation Letter and this form are both required

Letter of Recommendation Form

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 are 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.



Please remember:

- Attach a Letter of Recommendation
- Sign and date the form
- Recommendation Letter and this form are both required

Letter of Recommendation Form

Applicant's Name (please print) _____

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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 are 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? _____

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