



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, or sent electronically via the online application. 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.

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. Your 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 or submitted via the sending institution’s secure electronic system. 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 a member of NACES (<https://www.naces.org/members>) for equivalence of our undergraduate degree. A course-by-course evaluation is required.

5. International students must also submit official IELTS, Pearson PTE, or TOEFL report to Graduate Admissions.

6. Additional Required Documents: Some programs may require test scores (GRE, GMAT, TAP), research papers, teaching license, 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.

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 with 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, unless those course are part of a pre-approved NEIU Accelerated Program.

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 six consecutive semesters (summer included) will be inactivated and must apply for readmission.

Notification of Admission: The Graduate Admissions Office will inform students in writing via the application portal 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.

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 (usembassy.gov).

To check on the status of your I-20, contact the Office of International Programs at international-programs@neiu.edu.

Title IX

NEIU prohibits sexual harassment. For more information, contact the Title IX Coordinator:

5500 North St. Louis Avenue
Office C-216
Chicago, IL 60625
(773) 442-5412
titleix@neiu.edu

Additional Program Requirements and Documents for Admission

<p>All applicants are required to submit the following <i>Core Documents</i> for admission:</p> <ul style="list-style-type: none">• 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)	<p>International applicants must submit the <i>Core Documents</i> as well as the following:</p> <ul style="list-style-type: none">• IELTS, Pearson PTE, or TOEFL• NEIU Financial Statement• Official Bank Letters/Statement in U.S. dollars• ECE, EP or WES evaluation of all college credit
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Degree Programs in the Art and Sciences

<p>Biology, M.S.</p> <p>Code (GE05) Spring, summer, fall</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• 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
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<p>Chemistry, M.S.</p> <p>Code (GE07) Spring, summer, fall admission</p> <p>Additional Requirements: Bachelor's degree with a major in a chemistry-related discipline including chemistry, biochemistry, food / cosmetic chemistry, pharmaceutical science, chemical engineering, biological science, etc., with a minimum GPA of 2.75 in chemistry courses.</p>
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<p>Communication, Media and Theatre, M.A.</p> <p>Code (GC13) Fall admission only</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• 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

<p>English, M.A. - Composition Concentration</p> <p>Code (GC12) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Statement of goals must discuss why you are qualified for graduate study in English• Writing sample between 10-15 pages

<p>English, M.A. - Literature Concentration</p> <p>Code (GC05) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Statement of goals must discuss why you are qualified for graduate study in English• Writing sample between 10-15 pages
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<p>Geography and Environmental Studies, M.A.</p> <p>Code (GF08) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Conditional admission allowed for those who may require deficiency undergraduate coursework, individually informed by the applicant's academic and professional preparation. If applicants have relevant professional experience, they are encouraged to submit a detailed resume.

<p>Human Developmental Science, M.A.</p> <p>Code (GH02) Available starting fall 2024</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Must have a minimum cumulative GPA of 3.0 (on 4.0 scale) or higher• Three letters of recommendation• Resume or C.V.
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<p>History, M.A.</p> <p>Code (GF06) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Writing sample of at least 10 pages, preferably relevant to history• 15 undergraduate credit hours in history courses

<p>Latin American Literatures and Cultures, M.A.</p> <p>Code (GC16) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• 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). <p>Contact department for more information about this requirement.</p>
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<p>Linguistics, M.A.</p> <p>Code (GC11) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Official TOEFL or IELTS scores or proof of foreign language study• 9 hours of foreign language study at the undergraduate level or above• 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
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<p>Mathematics, M.S. - Applied Mathematics Concentration</p> <p>Code (GD02) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• 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 – <i>Linear Algebra, Differential Equations, Probability and Statistics, Numerical Analysis, Modeling, and Operations Research</i>• 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

<p>Mathematics, M.S. - Secondary Education Concentration</p> <p>Code (GD02) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Minimum 18 credit hours of college-level mathematics content courses that include multivariable calculus, linear algebra, and discrete mathematics. <i>Equivalent courses completed in other subject areas such as physics, business, computer science, may apply.</i>• Conditional admission may 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).
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<p>Music, M.A. - Applied Music Pedagogy</p> <p>Code (GM02) Spring, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Audition• Placement exams in music theory and history (upon acceptance)
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<p>Political Science, M.A.</p> <p>Code (GF07) Spring, fall admission</p> <p>Additional Requirements: none</p>

<p>Social Work, M.S.W. - Full Program</p> <p>Code (GW01) Fall admission only</p> <p>Application deadline: January 15; decisions mailed in April</p> <p><i>Transfers from other accredited MSW program should consult program for other start options.</i></p>

<p>Additional Requirements:</p> <ul style="list-style-type: none">• Undergraduate GPA of 3.0 OR 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• Resume

<p>Social Work, M.S.W. (Advanced Standing)</p> <p>Code (GW02) Summer admission only</p> <p>Application deadline: January 15; decisions mailed in April.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Undergraduate GPA of 3.25• Three letters of recommendation. <i>One of the letters of recommendation should be from the BSW Program Director, Field Director, of Faculty of the transfer school.</i>• Resume
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<p>Teaching English to Speakers of Other Languages, M.A.</p> <p>Code (GT05) Spring, summer, fall admission</p> <p>Additional Requirements: none</p>

<p>Certificate Programs in the Art and Sciences</p> <p>American Studies Graduate Certificate</p> <p>Code (G914) Spring, summer, fall admission</p>
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<p>Additional Requirements:</p> <ul style="list-style-type: none">• Statement of goals• Minimum GPA 3.0 on a 4.0 scale <p>Geographic Information Science Certificate</p> <p>Code (G905) Spring, summer, fall admission</p> <p>Additional Requirements: none</p>

<p>Gerontology Senior Advocate Certificate</p> <p>Code (G906) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Complete work/volunteer resume• Prerequisite training course in psychology-related statistics

<p>School Health Certificate</p> <p>Code (G912) Spring, summer, fall admission</p> <p>Additional Requirements: none</p>

<p>Teaching English to Speakers of Other Languages (TESOL) Certificate</p> <p>Code (G904) Spring, summer, fall admission</p> <p>Additional Requirements: none</p>

<p>Workplace Learning and Performance Certificate</p> <p>Code (G913) Fall admission only</p> <p>Additional Requirements: none</p>



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 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 the language 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

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 Required Documents:

- Two letters of recommendation
- Current resume
- A two to three-page Statement of Goals
- Informed Consent form

Additional Requirements:

- Minimum undergraduate GPA of 2.75 on 4.0 scale
- Recommendation letters from references familiar with applicant's scholarship and experience
- Attendance at the mandatory Pre-Admission Workshop (PAW)

Visit the Counselor Education site 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 Required Documents:

- Two letters of recommendation
- Current resume
- A two to three-page Statement of Goals
- Informed Consent form

Additional Requirements:

- Minimum undergraduate GPA of 2.75 on 4.0 scale
- Recommendation letters from references familiar with applicant's scholarship and experience
- Attendance at the mandatory Pre-Admission Workshop (PAW)

Visit the Counselor Education site 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
- Proof of teaching or SSP Experience
- 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

Exercise and Sport Science, M.S.

Code (GR04) | Spring, summer, fall admission

Additional Requirements:

In the statement of goals and objectives, make sure to include your goals for a career in exercise science, physical education,recreation, and/or sports and why you are qualified for graduate study.

Human Resource Development, M.A.

Code (GH01) | Fall admission only

Additional Requirements: none

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

Code (GL06) | Spring, summer, fall admission

Additional Requirements:

- Copy 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:

- Copying of teaching license
- Proof of minimum of one year's teaching experience
- 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:

- Minimum GPA of 3.0
- GCOE Recommendation Letter and form required in lieu of admission recommendation form

Public Health, M.P.H. - 1st year online only, 2nd year hybrid

Code (GR03) | Fall admission only

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
- GPA of 3.0 or better

Rehabilitation Counseling, M.A.

Code (GG12) | Spring, fall admission

Application deadlines: March 15 for fall; August 15 for spring

Additional Required Documents:

- Two letters of recommendation
- Current resume
- A two to three-page Statement of Goals
- Informed Consent form

Additional Requirements:

- Minimum undergraduate GPA of 2.75 on a 4.0 scale
- Recommendation letters from references familiar with applicant's scholarship and experience
- Attendance at the mandatory Pre-Admission Workshop (PAW)

Visit the Counselor Education site for detailed information.

School Counseling, M.A.

Code (GG11) | Spring, fall admission

Application deadlines: March 15 for fall; August 15 for spring

Additional Required Documents:

- Two letters of recommendation
- Current resume
- A two to three-page Statement of Goals
- Informed Consent form
- Evidence of Professional Educator License (PEL) or, if no PEL, results of state and federal fingerprint background checks

Additional Requirements:

- Minimum undergraduate GPA of 2.75 on 4.0 scale
- Counselor Education application
- Essay (instructions on Counselor Education application)
- Resume
- Evidence of PEL or, if no PEL, results of state and federal fingerprint background check
- Attendance at pre-admission workshop

Visit the Counselor Education site 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, summer, fall admission

Additional Requirements:

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

Special Education, M.S. - Online Only Program

Code (GA11) | Spring, fall admission

Additional Requirements:

- Proof of full PK-21 LBS l 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: <ul style="list-style-type: none">• 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 must include teaching history
Urban Community Studies, M.A. Code (GI03) Spring, fall admission
Additional Requirements: none
Endorsement and Focus Programs in Education <i>(*) Indicates programs that do not require statement of goals or letters of recommendation from core documents list.</i> <i>(**) Indicates programs that do not require letters of recommendation from core documents list.</i>
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 Required Documents: <ul style="list-style-type: none">• Two letters of recommendation• Current resume• Statement of Goals• Informed Consent form• Evidence of Professional Educator License (PEL) or, if no PEL, results of state and federal fingerprint background checks
Additional Requirements: <ul style="list-style-type: none">• Must have a master's degree in counseling or a closely-related field from an accredited university• Minimum GPA of 3.0 on a 4.0 scale• Recommendation letters from references familiar with applicant's scholarship and experience• Successful completion of coursework in the following areas: counseling theories and interviewing, human growth and development; assessment and evaluation; individual and group counseling; career development; family counseling; and multicultural counseling. Those who have not successfully completed the necessary coursework may fulfill them during the course of their studies toward earning the Endorsement.
<i>Visit the Counselor Education site for detailed information.</i>
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) - Online Only Program Code (G503) Spring, fall admission
Additional Requirements: <ul style="list-style-type: none">• Proof of Full (Pk-21) LBS I Endorsement or equivalent
Special Education, LBS II - Behavior Intervention Specialist (BIS) - Online Only Program Code (G504) Spring, fall admission
Additional Requirements: <ul style="list-style-type: none">• Proof of Full (Pk-21) LBS I Endorsement or equivalent
Special Education, LBS II - Learning Behavior Specialist (LBS) - Online Only Program Code (G502) Spring, fall admission
Additional Requirements: <ul style="list-style-type: none">• Proof of Full (Pk-21) LBS I Endorsement or equivalent

Teacher Leader Endorsement* Code (GI08) 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: Middle Level Education* Code (G314) 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: <ul style="list-style-type: none">• 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 Required Documents
For current students in M.A. Counseling programs: <ul style="list-style-type: none">• Addiction Counseling Certificate Application for Current Students• Graduate Program Add Request Form

For applicants who are not current Counselor Education students: <ul style="list-style-type: none">• Two letters of recommendation• Current resume• Statement of Goals• Informed Consent form
Additional Requirements:
For current students in M.A. Counseling programs: <ul style="list-style-type: none">• Minimum GPA of 3.0 on a 4.0 scale• Current enrollment as a graduate student in a mental health-related field and in good academic standing, minimum GPA of 3.0 on a 4.0 scale
Applicants who are not current Counselor Education students: <ul style="list-style-type: none">• Must have graduate degree in counseling or a closely-related mental health field from an accredited university• Minimum GPA of 3.0 on a 4.0 scale• Recommendation letters from references familiar with applicant's scholarship and experience• Successful completion of coursework in the following areas: counseling theories and interviewing, human growth and development; assessment and evaluation; individual and group counseling; family counseling; and multicultural counseling. Those who have not successfully completed the necessary coursework may fulfill them during the course of their studies toward earning the CADC
<i>Visit the Counselor Education site for detailed information.</i>
Couple and Family Counseling Graduate Certificate Code (G907) Spring, summer, fall admission
Additional Required Documents
For current students in M.A. Counseling programs: <ul style="list-style-type: none">• Certificate in Couple and Family Counseling Application for Current Students• Graduate Program Add Request Form
For applicants who are not current Counselor Education students: <ul style="list-style-type: none">• Two letters of recommendation• Current Resume• Statement of Goals• Informed Consent form
Additional Requirements:
For applicants who are not current Counselor Education students: <ul style="list-style-type: none">• Must have graduate degree in counseling or a closely-related mental health degree from an accredited university that meets the academic and clinical requirements for licensure as a master's level mental health professional• Recommendation letters from references familiar with applicant's scholarship and experience• Successful completion of graduate coursework in the following areas: counseling theories and interviewing, human growth and development, assessment and evaluation, individual and group counseling, and family counseling. Applicants who have not successfully completed the required coursework may fulfill them during the course of their studies toward the Certificate in Trauma-Informed Counseling program
<i>Visit the Counselor Education site for detailed information.</i>
Public Health Certificate Code (G909) Spring, summer, fall admission
Additional Requirements: <ul style="list-style-type: none">• GPA of 3.0 or better
(Applicants may be granted conditional admission)

<p>Rehabilitation Counseling Certificate</p> <p>Code (G911) Spring, summer, fall admission</p> <p>Additional Required Documents:</p> <ul style="list-style-type: none"> • Two letters of recommendation • Current Resume • Statement of Goals • Informed Consent form <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Must have graduate degree in counseling or a closely-related mental health field from an accredited university • Minimum GPA of 3.0 on a 4.0 scale • Recommendation letters from references familiar with applicant's scholarship and experience
<p>Trauma-Informed Counseling Certificate</p> <p>Code (G910) Spring, summer, fall admission</p> <p>Additional Required Documents</p> <p>For current students in M.A. Counseling programs:</p> <ul style="list-style-type: none"> • Application for Certificate in Trauma-Informed Counseling • Graduate Program Add Request Form • Letter of support from current graduate advisor <p>For applicants who are not current Counselor Education students:</p> <ul style="list-style-type: none"> • Two letters of Recommendation • Current Resume • Statement of Goals • Informed Consent form <p>Additional Requirements</p> <p>For current students in M.A. Counseling programs:</p> <ul style="list-style-type: none"> • Current enrollment as a graduate student in a mental health-related field and in good academic standing, • Minimum GPA of 3.0 on a 4.0 scale <p>For applicants who are not current Counselor Education students:</p> <ul style="list-style-type: none"> • Must have graduate degree in counseling or a closely-related mental health field from an accredited university • Minimum GPA of 3.0 on a 4.0 scale <p><i>Visit the Counselor Education site for detailed information.</i></p>
<p>Degree Programs in Business and Management</p> <p>*Applicants to the Accounting, M.S. or the Business Administration, M.B.A. must apply using the BusinessCAS application at BusinessCAS.org/apply</p>
<p>Accounting, M.S.</p> <p>Code (GB02) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • GMAT (450 points minimum) or GRE Scores (149 points on each part, quantitative and verbal) • Resume or curriculum vitae
<p>Business Administration, M.B.A.</p> <p>Code (GB03) Spring, summer, fall admission</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • GMAT (450 points minimum) or GRE Scores (149 points on each part, quantitative and verbal) • Resume or curriculum vitae
<p>Computer Science, M.S.</p> <p>Code (GS01) Spring, summer, fall admission</p> <p>Additional Requirements: none</p>



Did you know?

A Graduate Certificate, which can be earned in as little as two to three semesters (depending on how many credit hours are earned per semester), is for students who have already earned a bachelor's or a master's degree. Northeastern's certificate programs allow you to gain a deeper understanding of a specialized topic within a field of study.

A Focus Endorsement is intended for those who already have a Professional Educator License (PEL). The Focus of the program is on you because your unique background will determine, in part, the content of your program to receive your supplemental Endorsement. Upon completion of your Focus program, and passage of any required exams, you will meet current State of Illinois standards for an endorsement in a specialized area.

NEIU's Teacher Licensure Programs (TLPs) are for students who hold a bachelor's degree in an area other than Education and interested in becoming a licensed teacher in Illinois. The TLP programs consist of specialized curriculum allowing students to meet licensure requirements allowing them to teach at levels from birth to 12th grade (depending on program). The TLP sequence provides you with background in educational foundations, curriculum development, and teaching methods, along with field experiences necessary to be successful in today's diverse classrooms.

For more information about Northeastern Illinois University's programs, visit [neiu.edu/programs](#).

Financing Your Education

Your education is an investment in your personal and academic development toward a successful future. We are committed to helping that cause while remaining affordable for the average student and family.

Northeastern Illinois University is among the most affordable public universities in Illinois, with full-time graduate tuition cost of approximately \$8,344 for two semesters, based on nine credit hours per semester, for Illinois residents.

For the ninth year in a row, Northeastern Illinois University graduates its students with the least amount of student debt among Midwest regional universities, according to the 2022-2023 edition of *U.S. News & World Report's* annual "Best Colleges" publication. Our in-state tuition rate covers students from neighboring states, as well as military members, including their dependents.

In-State Tuition for Individuals from Neighboring States

Incoming freshmen, transfer and graduate students from neighboring states will be assessed in-state tuition rates. Students qualify if they reside in Indiana, Wisconsin, Michigan, Iowa, Kentucky or Missouri.

Armed Forces Personnel

Any incoming freshman, transfer or graduate student who is an active member of the United States Armed Forces or who is an honorably discharged veteran, regardless of state residency, qualifies for in-state tuition. This policy also applies to the spouse and dependent children of active duty military and veterans.

Financing Your Education - There is a Way

There are many student financial aid resources available to help fund your pursuit of an excellent graduate education, and the Financial Aid Office is available to help you create a financial plan that works for you. The Office offers ongoing workshops on financial aid and has information available on additional grants and scholarships. If you have questions, you may call **(773) 442-5016**, email financial-aid@neiu.edu or schedule a virtual appointment with a financial aid advisor at [neiu.edu/aidappointment](#).

Getting Started on a Financial Plan

The first step for any need-based financial support is to fill out the Free Application for Federal Student Aid (FAFSA). Even if you're still deciding where you want to study, we urge you to go ahead and fill out the FAFSA form, including the school ID number for Northeastern, 001693. The deadlines for scholarships are often earlier than deadlines for admission, so it's good to start the application process early.

Four Types of Aid

Northeastern offers four basic types of financial aid you can seek to help fund your education. With the help of the financial aid office you can find many options within each category. Eligibility and conditions differ depending on type of aid.

- **Need-based grants and scholarships.** Free money—you do not need to pay it back. Based on your FAFSA results.
- **Merit-based grants and scholarships.** Free money—you do not need to pay it back. Based on grades, tests, other criteria.
- **Student employment.** Compensation for work, while enrolled, that you can use to help pay for your education.
- **Loans.** Not free money—loans need to be paid back, with interest. Federal need-based student loans with relatively good terms are available.

Financial Assistance specific to Graduate Students:

In addition to the information listed above, there is additional information about the financial assistance sources that are specific for graduate students. These include need-based and merit-based tuition scholarships, and graduate assistantships.

- **Need-based Tuition Scholarships** are awarded based on your FAFSA – you need to submit a Graduate Need Based Tuition Scholarship Application to the Office of Financial Aid. The deadlines for Application submission are July 15 (Fall), November 15 (Spring), and April 1 (Summer).
- A limited number of **Graduate Tuition Scholarships** (both merit-based and need-based) are available directly from a student's graduate program.
- **Graduate Assistants** (GAs) are involved in work assignments that further the missions of the university, particularly its teaching and research missions, and that provide the GA with an opportunity to advance their academic experience in the discipline of their graduate program. GAs receive a modest term-based stipend as well as course tuition waiver(s) commensurate with the average weekly time commitment of their assistantship. GAs are primarily recruited directly by the GA hiring unit, but some GAs are recruited from a pool of students who have submitted a New Graduate Assistant Application. Research and Creative Activities Graduate Assistants (RCA-GAs) are selected via an annual competitive application process.

Questions?

Please contact the College of Graduate Studies and Research Dean's Office at **(773) 442-6012** or graduatestudies@neiu.edu.

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

Last NameFirst NameMiddle NamePreferred First NamePrevious Last Name

Permanent AddressCityState (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: _____
(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

For Music, M.A. candidates only: Please list primary instrument or voice type: _____

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

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 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

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



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 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

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 _____

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) _____

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

This side intentionally blank.

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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