Admission Requirements

All graduate applicants to Northeastern must have earned, or will earn prior to starting classes, a bachelor’s degree from a regionally-accredited college or university or recognized international institution. All applicants must submit a completed, signed and dated application, $30 nonrefundable application fee, official college/university transcripts from all colleges or universities attended, statement of goals and objectives, and two letters of recommendation.

Applicants to some programs may also need to submit additional documents. Please see below for a list of the additional documents, by program.

Applications are considered complete when the Admissions Office has received all required application materials, including official transcripts, test scores, and immigration documents, if required. Applications are reviewed in date order based on the date the file is complete. Once reviewed, the applicant will be notified of the admission decision.

Application Deadlines

Fall Semester: July 1 / June 1*
Spring Semester: November 1 / October 1*
Summer Semester: April 1 / March 1*

*International Application Deadlines

General Admission Requirements

Full Admission: The undergraduate academic record must reflect an overall grade point average of 2.75 or higher on a 4-point scale. All undergraduate work is included in the evaluation. Post-bachelor’s work in upper-division courses, if any, is expected to average 3.0 (B) or better and may, on occasion, compensate for a deficiency in the undergraduate academic record.

The applicant must also satisfy the prerequisites of the master’s degree program to which she/he applies. Please refer to the current Northeastern Illinois University Catalog for requirements of the program you are interested in. Note: Applicants whose credentials are from institutions whose grading system does not lend itself to the usual evaluation procedure will be evaluated on a case-by-case basis.

Conditional Admission: May be granted due to an erratic undergraduate academic record or grade point average. Applicants receiving conditional admission must demonstrate their ability to do graduate work successfully by receiving no grades below “B” in the first twelve credits of recommended coursework or graduate coursework at Northeastern.

Additional provision might be required to be fulfilled prior to a student satisfying the requirement of the conditional status.

General Information for Applicants

1. A non-refundable $30 application fee is required with the application. Any application received without the application fee or waiver will not be processed. Do not send cash.

2. Letters of recommendation and the supplemental recommendation form 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 out of school less than five years.

3. Applications and all supporting documents, such as official transcripts, examination scores, immigration documents, statement of goals, and letters of recommendation and other documents required by the program are required by the application and document deadline. Additional documents required for international applicants must also be received by the Graduate Admissions and Records Office by the deadline. 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.

4. Courses taken at colleges or universities outside of the United States must be evaluated by Educational Credentials Evaluators, Inc. (ECE) or World Education Services, Inc. (WES). The subject analysis or course-by-course evaluation is required. For more information, visit www.ece.org or www.wes.org.

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


7. Graduating Seniors: If you are attending your last semester and anticipate being awarded a bachelor's degree from a school other than Northeastern, a registrar’s statement to that effect is required. The statement must be completed by the registrar at your current institution. Upon the posting of your degree, an official transcript must be sent to Graduate Admissions and Records. Failure to provide the final transcript with degree line posted will result in cancellation of your admission.

8. Students are expected to enroll in the term to which they are admitted. This application is valid only for the semester for which you are applying. If you do not enroll in that semester, you must either defer your admission to a future semester (not to exceed one year), or you will need to submit a new application. The application term may be changed provided the request is made prior to the application deadline.
Additional Requirements and Program Codes

International Student 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, please submit the following documents:

1. Graduate Application and $30 application fee
2. ECE (www.ece.org) or WES (www.wes.org) evaluation of all college/university coursework completed outside of the United States. Graduates must have a U.S. equivalent bachelor’s degree or equivalent under the Bologna Accord (degree supplemental also required).
3. Official transcripts for all colleges/universities attended within the United States (required for transfer students who previously attended a U.S. college or university).
4. TOEFL or IELTS official score report. Minimum scores for Graduates: TOEFL score of 550 (paper exam) OR 213 (computer exam) OR 79 (Internet exam) or minimum IELTS score of 6.5.
5. An official bank letter(s) from each sponsor. Amounts must be given in U.S. Dollars.
6. NEIU Financial Statement (this form must be notarized)
7. If you are currently in the United States, submit a copy of your visa and I-94.
8. 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.

When you arrive in the United States, report to the Office of International Programs at Northeastern Illinois University as soon as possible.

Additional Information
Send application and materials to:
Northeastern Illinois University
Graduate Admissions and Records, D 101D
5500 North St. Louis Avenue
Chicago, IL 60625-4699

Educational Credentials Evaluators, Inc. (ECE)
www.ECE.org

World Education Services, Inc. (WES)
www.wes.org

Test of English as a Foreign Language (TOEFL)
http://www.ets.org/toefl

International English Language Testing System (IELTS)
www.ielts.org

Graduate Record Examination (GRE)
www.gre.org

Graduate Management Admissions (GMAT)
www.mba.com

Degree Programs in Arts & Sciences

• Biology*(MS) [GE05]
  Either an earned bachelor’s degree with a major in biology or the course equivalent of such, including the usual cognate science courses (i.e. chemistry, physics and math); an undergraduate GPA of 3.0 in their biology and cognate science courses; the personal statement must indicate career goals and reasons for choosing the Biology M.S.

• Chemistry (MS) [GE07]

• Communication, Media & Theatre* (MA)[GC13]
  Sample research paper, honors thesis, creative essay, or a substantial professional report; applicants must have completed 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; phone or face-to-face interview with the graduate advisor.

• Computer Science (MS) [GS01]

• English-Composition (MA) [GC12]
  Writing sample between 10-15 pages.

• English-Literature (MA) [GC05]
  Writing sample between 10-15 pages.

• Geography and Environmental Studies (MA) [GF08]
  The statement of goals and objectives should be two pages.

• Gerontology (MA) [GP02]
  A two-to-three page essay; complete work/volunteer resume; prerequisite training course in psychology-related statistics (e.g., PSYC 202).

• History*(MA) [GF06]
  Writing sample of at least 10 pages, preferably relevant to history.

• Latin American Literatures and Cultures (MA) [GC16]
  The statement of goals and objectives must be written in Spanish and should be two pages.

• Linguistics (MA) [GC11]

• Pedagogical Content Knowledge for Teaching Elementary and Middle School Mathematics (MA) [GD05]
  Copy of teaching certificate; 1,000 word essay describing successful or unsuccessful elementary or middle school math lesson taught.

• Mathematics – Applied Mathematics (MA) [GD02]

• Mathematics – Secondary Education Mathematics (MA) [GD02]
  Copy of teaching certificate; students must have successfully completed 18 or more 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, engineering, business, computer sciences etc. may apply. Applicants who have completed the requisite coursework but do not have licensure may be granted conditional admission if they are currently enrolled or plan to enroll in a Teaching Licensure Program (TLP).

• Music-Applied Music Pedagogy (MA) [GM02]

• Political Science (MA) [GF07]

• Teaching English as a Second/Foreign Language (MA) [GT04]
  The equivalent of nine hours of college credit in a foreign language if your native language is English. If English is not your native language you need a minimum of 95 on the TOEFL with no less than 20 in each skill area.

Certificate Programs in Arts & Sciences

• Geographic Information Systems [G902]
  The statement of goals and objectives should be two pages.

• Gerontology [G901]
  A two-to-three page essay; complete work/volunteer resume; pre requisite training course in psychology-related statistics (e.g., PSYC 202).
**Additionally Requirements and Program Codes**

### Dual Degree Programs in Arts & Sciences

- Biology with Teaching Endorsement* (MA) [GZ10]
- English with Teaching Endorsement (MA) [GZ11]
  Writing sample between 10-15 pages.
- History with Teaching Endorsement (MA) [GZ12]
  Writing sample of at least 10 pages, preferably relevant to history.
- Mathematics with Teaching Endorsement (MA) [GZ13]
- Latin American Literatures and Cultures with Teaching Endorsement (MA) [GZ14]
  The statement of goals and objectives must be written in Spanish and be two pages.
- Music with Teaching Endorsement (MA) [GZ15]

### Degree Programs in Business & Management

- Master of Business Administration (MBA) [GB03]
  GMAT (450 points minimum) or GRE (149 points on each part, quantitative and verbal); resume.
- Master of Science in Accounting (MSA) [GB02]
  GMAT (450 points minimum) or GRE (149 points on each part, quantitative and verbal); resume.

### Degree Programs in Education

- Bilingual/Bicultural (MSI) [GK02]
  Admissions suspended as of fall 2014.
- Bilingual/Bicultural (MAT) [GK01]
  Passing score on Basic Skills or Test of Academic Proficiency.
- Clinical Mental Health Counseling***(MA) [GG13]
  GRE scores; see Counselor Education website for additional requirements.
- Early Childhood Education**(MA) [GA12]
  Passing score on the Basic Skills or Test of Academic Proficiency; three letters of reference about scholarship and experience with children.
- Elementary and Middle School (MAT) [GL09]
  Four hundred word writing sample, two letters of professional recommendation.
- Exercise Science* (MS) [GR02]
- Family Counseling**(MA) [GG10]
  GRE scores; see Counselor Education website for additional requirements.
- Gifted Education (MA) [GA07]
- Literacy Education (MA) [GJ03]
  Passing score on the Basic Skills or the Test of Academic Proficiency; proof a minimum of one year's teaching experience.
- Human Resources Development**(MA) [GH01]
- Inner City Studies (MA) [GI01]
- Language Arts – Secondary Education (MAT) [GL04]
  Passing score on Basic Skills or Test of Academic Proficiency.
- Language Arts – Secondary Education (MSI) [GL06]
  Copy of teaching certificate; valid Illinois teaching license endorsed for secondary level content and a minimum of 18 hours of coursework in literature/composition, linguistics, and/or speech.
- Rehabilitation Counseling****(MA) [GG12]
  GRE scores; see Counselor Education website for additional requirements.

### Degree Programs in Education (Continued)

- School Counseling***(MA) [GG11]
  GRE scores; two options for application: 1) with Teacher License and 2) without Teacher License that includes Basic Skills Test component and background check. See Counselor Education website for additional requirements.
- School Leadership (MA) [GX05]
  In-person interview; minimum 2.75 G.P.A. (on a 4.0 scale) from most recent degree; valid and current Illinois teaching certificate (i.e., early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate); completion of two years of PK-12 full-time teaching on a teaching license; passage of the Illinois Test of Basic Skills (ITBS)/ Test of Academic Proficiency (TAP); two letters of recommendation (completed by supervisors); two Northeastern Disposition Assessments (completed by supervisors); successful completion of a written exam provided by the department; completion of a successful teaching portfolio.
- Special Education – Initial Licensure (LBSI)***(MA) [GA10]
  Type 10 LBS I Endorsement or equivalent.
- Special Education LBS II* (MA) [GA11]
  Type 10 LBS I Endorsement or equivalent.
- Teaching and Inquiry*(MS) [GL10]
  Copy of teaching certificate.

### Endorsement/Licensure Programs in Education

- Learning Behavior Specialist I (LBS I) Focus Endorsement-Online [G501]
  Passing score on Basic Skills, Test of Academic Proficiency current within the past 10 years. A composite ACT plus Writing score of 22, or composite SAT score of 1030 current within 10 years will also satisfy this requirement.
- Learning Behavior Specialist II (LBS II) [G502]
  Type 10 LBS I Endorsement or equivalent.
- Curriculum Adaptation Specialist-Learning Behavior Specialist II (LBS II) [G503]
  Type 10 LBS I Endorsement or equivalent.
- Behavior Intervention Specialist -Learning Behavior Specialist II (LBS II) [G504]
  Type 10 LBS I Endorsement or equivalent.
- Reading Teacher Endorsement - Elementary Level [G502]
  Passing score on Basic Skills or Test of Academic Proficiency; copy of teaching certificate.
- Reading Teacher Endorsement - Secondary Level [G501]
  Passing score on Basic Skills or Test of Academic Proficiency; copy of teaching certificate.

* Programs admit for Fall Semester only. | **Programs admit for Fall/Spring only. | *Program have earlier deadlines. See department website for more details.
# Master’s and Graduate Certificate or Licensure Program Admission Application

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<th>Last Name</th>
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**Additional Information**

- **Have you previously attended Northeastern?**  
  - Yes  
  - No

- **If yes, when did you last attend?**

- **Have you resided in Illinois for the 6 months immediately preceding the date of this application?**  
  - Yes  
  - No

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

**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. An SSN is required if you are applying for financial aid but is not required for admission to the University. Supplying an SSN ensures that you will be able to claim the Hope 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

**Optional Information**

- **Ethnicity and race information is being requested so that we may demonstrate compliance with federal requirements. Your response will not affect 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

  - Which best describes you? (check all that apply)  
    - American Indian or Alaskan Native  
    - Asian  
    - Black or African American  
    - Native Hawaiian or other Pacific Islander  
    - White

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

  - Have either of your parent(s)/guardian(s) completed a bachelor's degree or higher?  
    - Yes  
    - No

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

- **Term applying for:**  
  - Fall  
  - Spring  
  - Summer I  
  - Summer II

- **Year**  
- **Program Code** (see Additional Requirement and Program Codes)

**Preferred Information**

- **Applicant type:**  
  - Master’s Program  
  - Graduate Certificate or Licensure Program

**Please remember to:**

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

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<th>Name/Campus</th>
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**Admission Application Certification**

This application must be signed by the applicant before any action can be taken by the Admissions Office. I understand that withholding information requested on this application, including attendance at any other institution or giving false information, may make me ineligible for admission to Northeastern Illinois University and subject to dismissal if already admitted. I have read and understand all instructions and information on this application. I certify that the statements I have made on this application are correct and complete.

Applicant Signature

Date of Signature

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**Mail Application to:**
Northeastern Illinois University
Graduate Admissions and Records
5500 North St. Louis Avenue
Chicago, IL 60625-4799

**Contact the Graduate Admissions Office**
Telephone: (773) 442-6001
Email: graduateadmissions@neiu.edu
Website: www.neiu.edu/graduate-college
Fax: (773) 442-6040

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**For Office Use Only:**
Form of payment: □ Cash  □ Check  □ Waiver  □ Credit Card  □ Online
Payment Verified by: Initials _____________ Date _____________
Changeover/Deferment Requested: □
Semester _____________ Date _____________ Processed by _____________
Supplemental Recommendation Form

This portion to be completed by the Applicant

Name ___________________________________________________________

Email Address ______________________________________ Phone ___________________________

Semester Applying __________________________ Program ___________________________

Applicant Statement: I understand this letter of recommendation and supplemental 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/all other laws, regulations, or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter and supplemental form, the right to have a copy of the letter or form made for my use; the right to request an amendment of this letter.

Signature of Applicant __________________________ Date of Signature __________________________

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

This portion to be completed by Recommender

To the Recommender: We would appreciate your opinion of the above named, an applicant for graduate admission to Northeastern Illinois University. The University is particularly interested in an evaluation of the applicant’s potential for academic and professional achievement in the field indicated. Explicit descriptions of academic strengths and weaknesses are more helpful to the candidate than routine praise. Comments about character, integrity or motivation are also appreciated, if pertinent. The experience upon which your opinion is based should be described. Ranking should be related to other students in the same class or academic program or other persons of comparable experience.

Please attach your letter of recommendation to this completed document.

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How long have you known this applicant? __________________________________ In what capacity? __________________________________

How would you recommend this applicant? (Check one below)

Strongly Recommend ☐ Recommend ☐ Recommend with reservations ☐ Do not Recommend

Recommender’s Name (Please Print) Position or Title __________________________ Name of Institution or Business __________________________

Phone __________________________ Email __________________________ Signature ______________ Date ______________

RECOMMENDER–PLEASE RETURN TO APPLICANT IN A SEALED ENVELOPE OR SEND COMPLETED, SEALED FORMS TO:

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

Please remember:

☐ Attach a letter of recommendation
☐ Sign and date the form
☐ Recommendation letter and this form are both required
This side intentionally blank.
Supplemental Recommendation Form

This portion to be completed by the Applicant

Name __________________________

Email Address __________________________ Phone __________________________

Semester Applying __________________________ Program __________________________

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☐ Strongly Recommend ☐ Recommend ☐ Recommend with reservations ☐ Do not Recommend

Recommender’s Name (Please Print) Position or Title __________________________ Name of Institution or Business __________________________

Phone __________________________ Email __________________________ Signature __________________________ Date __________________________

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