

APPLICATION MATERIALS FOR ADMISSION TO THE GRADUATE COLLEGE

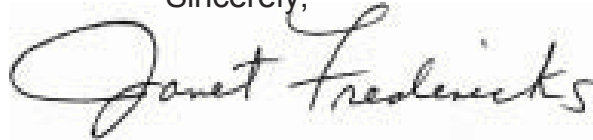
Dear Applicant:

We are happy to learn of your interest in graduate studies at Northeastern Illinois University. This packet contains the forms and related materials to apply for a Master's degree program in the Graduate College.

Please complete and mail your application and the required documents to us by the deadline established for each semester. You will be notified of the admission decision by the dates included with the deadline information.

We look forward to receiving your application. Please do not hesitate to call or write if you have any questions about the graduate programs or admission process at Northeastern.

Sincerely,



Janet Fredericks, Ph.D.
Dean

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION TO THE GRADUATE COLLEGE

APPLICATIONS WILL NOT BE ACCEPTED UNLESS THEY ARE COMPLETED.

The Graduate College of Northeastern Illinois University employs a Self-managed Application process. This packet contains the materials and information you will need to complete your application for admission. If the steps below are followed, the applicant will be assured that the application file is complete for review for the admission decision.

- Complete the application form.
- Complete the supporting documentation:
 1. Complete the statement of goals/objectives for graduate studies
 2. Collect transcript(s) from institution(s) in sealed and signed envelopes, bearing the stamp/seal of the college/university.
 3. Collect completed recommendation letters in sealed envelopes signed by the recommenders.
- International Students and Residents with Foreign Credentials see page 3 for further instructions.
- On or before the published deadline for the semester, return the application and a complete set of required documents in the 9" x 12" envelope to:

THE GRADUATE COLLEGE
NORTHEASTERN ILLINOIS UNIVERSITY
5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS, 60625-4699

You may also bring your application personally to the Graduate College office (B-159). Our office hours are 8:30 AM to 7:15 PM Monday through Thursday and on Friday from 8:30 AM to 5:00 PM. You may reach the College office at (773) 442-6005, (773) 442-6001 and (773) 442-6000.

The application and all supporting documents become the property of the Graduate College and cannot be returned or released. We strongly advise you to keep a photocopy of your application materials for your own reference.

THE APPLICATION PACKET

THE APPLICATION FORM

Type or print carefully in ink. Answer all questions. If a question does not apply to you, put "DNA." Be sure to sign and date the application. Unsigned applications will not be processed.

STATEMENT OF GOALS AND OBJECTIVES

This is an important document considered in the evaluation of your application. You must prepare a clear, concise, and coherent statement to include your reasons for selecting the program of graduate study, your academic/professional goals, and plans for achieving them.

APPLICATION FEE

There is a \$25 nonrefundable application fee. Money order, check or bank draft must be made payable to Northeastern Illinois University.

TRANSCRIPTS

The applicant must possess a bachelor's degree from an accredited college or university. As an applicant, you are responsible to request each college or university of previous or current attendance (other than Northeastern Illinois University) to send you an official transcript, together with a key to grading. If you are unable to procure an official transcript by the due date, you may enclose your student copy only as a temporary substitute. However, you must submit an official transcript for your admission to be valid. If you attended more than two institutions, you may request each institution to place the transcript in a sealed envelope bearing the institution's seal/stamp.

LETTERS OF RECOMMENDATION

All applicants must submit two letters of recommendation on the forms provided or on professional letterhead. You must enclose these letters in envelopes signed and sealed with the recommender's signature across the back seal. These letters should be from persons such as your professors or employers who can attest to your qualifications. One letter should be from a former professor if you have been out of school for less than 5 years.

OTHER DOCUMENTS

TEST SCORES

Some Master's programs require either the **GRE** (Graduate Record Examination) general test or the **GMAT** (Graduate Management Admission Test) score. You may contact these agencies as follows for other details. Please refer to the Graduate College web site for a list of **Graduate Programs** that require these scores.

GRE <http://www.gre.org>

Phone 609-771-7670

FAX 609-771-7906

GMAT <http://www.gmat.org>

Phone 609-771-7330

E-mail gmata@ets.org

Northeastern Illinois University's test code is **1090**. Please request GRE and/or GMAT testing agencies to send your test score directly to the Graduate College of Northeastern Illinois University. No admission decision will be made until the official scores are received.

The College of Business and Management at Northeastern offers a GMAT preparatory course. Please check with the Office of the College of Business and Management (tel: 773-442-6107) for details.

GRADUATING SENIORS

If you are presently in your last term as an undergraduate student and anticipate being awarded the bachelor's degree, a registrar's statement to that effect is required. This form is available upon request from the Graduate College at Northeastern or on our web site. It must be completed by the registrar at your present institution. Upon receipt of your degree, you must have an official degree transcript sent to the Graduate College preferably within 30 days after the graduation date or before matriculation.

PERMANENT RESIDENTS

If you are a permanent resident alien, you must submit a photocopy of both sides of your permanent resident status card (I-551) with your application packet. If you are applying for permanent residence, but have not achieved it at the time of the application, you have to apply as an international student and pay out-of-state tuition and fees until a copy of your I-551 is received by the registration office at Northeastern Illinois University.

INTERNATIONAL APPLICANTS AND RESIDENTS WITH FOREIGN CREDENTIALS

Applicants with degree(s) from foreign colleges/universities must also conform to numbers 1 & 2 below. International applicants who require the I-20 (Certificate of Eligibility for Non-immigrant Student Status) must submit all of the following additional documents:

1. **Official copies of transcripts with certified English translations** if the transcripts are not in English.
2. **A course-by-course evaluation report:** An additional set of transcripts from foreign institutions must be sent for a detailed course-by-course evaluation to **Educational Credential Evaluators (ECE), Inc., P.O. Box 514070, Milwaukee, WI 53203, USA**. An ECE form for credential evaluation is enclosed or can be obtained from their web site (www.ece.org). You must request ECE to send a copy of this evaluation report to the Graduate College of Northeastern Illinois University. The ECE report will be placed in your application file as one of the supporting documents necessary for your admission. Please note that ECE's processing time for the course-by-course evaluation report is about four weeks. Make sure that you mail your evaluation request form, all necessary documents, and the course-by-course evaluation fee to ECE directly. ECE will not process your request if the evaluation fee (in U.S. dollars by money order or certified check) is not included.
3. **Official TOEFL (Test of English as a Foreign Language) (www.toefl.org) result:** A score of: 79 (internet based), 213 (computer based), 550 (paper based) or higher is required for admission for all applicants whose mother tongue is not English. Northeastern Illinois University's test code is 1090.
4. **Financial Statement with supporting documents:** All international applicants must make adequate provisions to meet all financial needs for the entire period of stay in the United States while pursuing a full-time course of study. As an international applicant, you and/or your sponsor must complete the attached Northeastern Financial Statement and provide supporting documents to prove resources available for at least the first calendar year. The Notarized Financial Statement and supporting bank letter(s) cannot be dated more than six (6) months prior to the date of receipt in the Office of International Programs. Please refer to the enclosed financial statement for details or see the Graduate College web site. Savings account, current money markets accounts and certificates of deposits are considered satisfactory evidence of financial resources.
5. **International students already in the United States must submit a copy of their I-94, Visa Page, I-20, and Address overseas. Upon receipt of your application including the above documents, it will be reviewed and if approved a letter of acceptance and an I20 form will be issued.**

SCHEDULE FOR PROCESSING ADMISSION APPLICATIONS

Do not submit incomplete application files because they will not be processed. An application file is considered complete when it has all supporting documents. You may write or e-mail the Graduate College to check the status of the admission decision on your application **only** if you do not hear from us as per the schedule below.

If you are applying for the following term:	Deadline for completion of the application file:	You will be informed of the admission decision by:
FALL (August)	End of Fourth Week in February	End of May
SPRING (January)	End of October	End of Fourth Week in August
SUMMER I/II (May)	End of Fourth Week in January	End of March

The above processing schedules permit graduate students to take advantage of advance registration. However, for applicants to the MBA and Master of Science in Accounting programs applications may be accepted six weeks past the above deadline. **International students** who require the I-20 must complete their application file **one month prior** to the above deadlines. Some programs accept students for the Fall semester only. Please refer to the Graduate College website for a complete list of programs.

Applications not completed will be retired after 90 days from the date the application was received and a reactivation fee of \$25 will be required.

EVALUATION OF APPLICATIONS

Since only a limited number of eligible applicants can be admitted, selection is made from among qualified applicants. Upon receipt of a complete application file, the evaluation proceeds in two stages: (1) Review with respect to general requirements common to all master's programs takes place in the Graduate College; (2) Review with respect to specific requirements unique to a particular program is handled by the Graduate Advisor of that program. The evaluation will result in Full Admission, Conditional Admission, or Non-Admission. The applicant will be notified of the admission decision in writing.

Full Admission

General Requirements: The applicants must possess a bachelor's degree from an accredited college or university. 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 undergraduate academic record.

Specific Requirements: The applicant must also satisfy the prerequisites of each individual master's degree program that she/he applies for. The prerequisite courses must have an average of at least 3.0 (B). Please refer to the current Northeastern Illinois University Catalog for program requirements or write to the Graduate College to request a copy of 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

General Requirements: 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 achieving a minimum grade point average of 3.0 upon completion of the first twelve credits of recommended course work or graduate course work at Northeastern.

Specific Requirements: Applicants with a marginal grade point average in the major/cognate area or who have prerequisite course deficiencies, may be granted conditional admission in some programs. The provisions of conditional admission must be satisfied by such time as deemed appropriate by the Dean of the Graduate College and by the Graduate Advisor. In no case will the student be considered for degree candidacy until all provisions have been satisfied. Courses completed to satisfy program prerequisite deficiencies cannot apply as credit toward the master's degree.

Non-Admission

Applicants who do not satisfy the minimum requirements are ineligible for admission consideration and may be notified of the specific reason(s) for non-admission. Such applicants may re-apply or request re-evaluation following deficiency removal or after establishing an acceptable academic record. A request for re-evaluation must be submitted in writing within one year of initial application to the Dean of the Graduate College.

FINANCIAL ASSISTANCE

A limited number of Graduate Merit Tuition Scholarships and Graduate Assistantships are available to fully admitted and academically qualified students. A Graduate Merit Tuition Scholarship recipient is granted tuition waiver for 3 - 6 hours. Fees and books are not covered. Graduate Assistants are selected based on the student's skills and department needs. A recipient must be able to work between 5– 20 hours weekly. Graduate assistants receive monthly stipends plus a tuition waiver, including fees. Books are not covered. Other forms of Financial Aid for U.S. citizens or permanent residents are available through the Financial Aid Office (Tel: 773-442-5000).

International students are not eligible for such financial aid.

POLICIES AND REGULATIONS

Northeastern Illinois University is an equal opportunity institution and does not discriminate against any individual on the basis of age, color, national origin, race, religion, sex, veteran status, disability, or sexual orientation. The policies and regulations of the Graduate College are published in the University Catalog and in materials available at the Graduate College Office. The Graduate College reserves the right to make necessary changes in its published policies and regulations. You are advised to visit our website.

QUESTIONS

If you have questions about your application, please contact the Graduate College Office.

If you are an **international student**, you will receive a pre-arrival package from the Office of International Programs at Northeastern after being admitted to the Graduate College. Any questions concerning either your arrival or Northeastern campus life, should be directed to the Office of International Programs.

The Graduate College
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625-4699
Tel: (773) 442-6005; Fax: (773) 442-6020
<http://www.neiu.edu/~gradcoll/index.htm>

The Office of International Programs
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625-4699
Tel: (773) 442-4796; Fax: (773) 442-6020
<http://www.neiu.edu/~deptip>



GRADUATE COLLEGE APPLICATION FOR ADMISSION

5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699

Your Social Security Number at the point of application is optional. However, the Graduate College can better serve you in a more efficient manner if your Social Security Number is provided. If we receive your Social Security Number on any other documents related to your application, admission, or enrollment, your record will be changed to reflect it.

Please Print or Type

Social Security Number _____ - _____ - _____

Name _____
Last First M.I.

Permanent Address _____
Apt. # only Number & Street
City State Zip Code + 4

Mailing Address _____
Apt. # only Number & Street
City State Zip Code + 4

Home Phone () _____ Work Phone () _____
Area Code Area Code

E-mail Address _____ Fax () _____
Area Code

Birth Date _____ Male Female Previous Name _____
Month Day Year

Ethnic Origin: (Your response to this question will not affect the admission decision and is optional.)

This information is requested so that we may demonstrate to the federal and state agencies that the institution is in compliance with the appropriate regulations.

- White (Non-Hispanic) Hispanic Asian or Pacific Islander
- Black (Non-Hispanic) American Indian or Alaskan Native

Illinois Resident? Yes No How Long? _____ Years _____ Months County _____

U.S. Citizen Non U.S. Citizen _____
Specify Country Alien Registration Number Type of Visa

Foreign/International Student _____
Country of Origin

Have you completed a minimum of 1 year active duty in the U.S. Military? Yes No

Military Service Dates from _____ to _____
Month / Year Month / Year

Applying Reapplying for: Fall Spring Summer I Summer II Year _____

Have you previously attended Northeastern? Yes No If yes, indicate term and year _____

Program applying to: Check the "List of Graduate Programs" for the exact title. You can only apply for one program.

Class Location: Main Campus El Centro
 Lake County CCICS

Colleges or universities attended or currently attending, including Northeastern. Use reverse chronological order, beginning with most recent. Use additional sheet if necessary.

Name/Campus	City	State	Dates Attended	Hours Earned	Degree Earned
1.					
2.					
3.					
4.					
5.					
6.					

EMPLOYMENT EXPERIENCE

Please list all employment experience for the last five years or attach a copy of your resume.

Employer	Job Description	Dates From - To

Two Letters of Recommendation are expected. Please provide the following information for each recommender.

Name	Institution/or address	Date Requested

Some Programs require GRE or GMAT results that are not more than five years old.

Please indicate date of GRE _____ GMAT _____ .

Score/Percentile received:

GRE VERBAL ____|____ QUANTITATIVE ____|____ ANALYTIC ____|____
 GMAT VERBAL ____|____ QUANTITATIVE ____|____ TOTAL ____|____

Please List any Honors/Achievements you have received.

If you consider anything about your academic record or career to be unusual, please explain:

This application must be signed and dated by the applicant before action can be taken. I understand that withholding information requested on this application or giving false information may result in denial of admission or dismissal from the university. I certify that the information provided on the application is correct and complete.

Signature _____ Date _____



5500 NORTH ST. LOUIS AVENUE
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Graduate College

EMERGENCY CONTACT INFORMATION FORM

Applicant's Name: _____

Contact Information 1:

Name _____
Last First M.I.

- Relationship P-Spouse F-Father M-Mother B-Brother
 S-Sister C-Child G-Grandparent O-Relative
 A-An Ex-Spouse R-Friend N-Neighbor U-Parent/ Guardian
 X-Partner/Significant Other

- Address Type PR-Permanent HC-Home PA-Parent/Guardian BU-Business CM-Campus
 HQ-Corporate MA-Mailing EC-Loan Service BI-Billing
 RE-Special Refund ST-State Offset RM-Remit to Address W2- W2 Address
 XX-Reserved

Address _____
Apt. # only Number & Street

City State Zip Code + 4

Home Phone () _____ Work Phone () _____
Area Code Area Code

E-mail Address _____

Contact Information 2:

Name _____
Last First M.I.

- Relationship P-Spouse F-Father M-Mother B-Brother
 S-Sister C-Child G-Grandparent O-Relative
 A-An Ex-Spouse R-Friend N-Neighbor U-Parent/ Guardian
 X-Partner/Significant Other

- Address Type PR-Permanent HC-Home PA-Parent/Guardian BU-Business CM-Campus
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 RE-Special Refund ST-State Offset RM-Remit to Address W2- W2 Address
 XX-Reserved

Address _____
Apt. # only Number & Street

City State Zip Code + 4

Home Phone () _____ Work Phone () _____
Area Code Area Code

E-mail Address _____



5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699

Applicant's Name: _____

Graduate College

Statement of Goals/Objectives for Graduate Studies *(Type or Print Legibly)*

By my signature, I affirm that the above is written by me.

Signature _____ Date _____



5500 NORTH ST. LOUIS AVENUE
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Graduate College

LETTER OF RECOMMENDATION
TO SUPPLEMENT
APPLICATION FOR ADMISSION

Please enclose the completed form in an envelope, seal, sign, and return it to the candidate for submission to the Graduate College. Thank you for your cooperation.

This section to be completed by the applicant before form is given to the recommender.

Name of Applicant _____ Soc Sec No.* _____ - _____ - _____
Degree sought _____ Program _____

I voluntarily waive my right of access to this recommendation under the Family Educational Rights and Privacy Act, as amended (Public Law 93-568) so that it may be kept confidential.

Signature of the applicant

The Graduate College appreciates your cooperation in completing the recommendation letter on behalf of the applicant for admission to the graduate program stated above.

Please rate the applicant. Compare with others with similar experience and position.
If you prefer an attached letter may substitute for the grid below.

Applicant's promise as a graduate student

	Upper 5% Exceptional	Upper 10% Outstanding	Upper 25% Good	Upper 50% Average	Lower 50% Below Average	No basis for judgement
Intellectual Achievement / Academic Potential						
Capacity for Analytical / Conceptual Thinking						
Oral Communication Skills						
Written Communication Skills						
Ability to work with others						
Motivation / Emotional Maturity						
Initiative / Creativity / Imagination						

continues on other side

* Your Social Security Number at the point of application is optional. However, the Graduate College can better serve you in a more efficient manner if your Social Security Number is provided. If we receive your Social Security Number on any other documents related to your application, admission, or enrollment, your record will be changed to reflect it.

Name _____ Signature _____

Date _____ Please sign and date both sides of this form.

Context in which I have known the Applicant _____ from _____ to _____

How do you recommend this applicant for graduate study?

I Strongly Recommend I Recommend I Recommend with reservations I Do not Recommend.

In addition, please write a statement below indicating your opinion of the applicant's strengths and limitations for success in a Master's degree program. Use additional sheets if necessary.

Name _____

Signature _____ Date _____

Position _____

Address _____

Please sign and date both sides of this form.



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Graduate College

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