

## Application Instructions

**Application Deadlines**

Fall Semester: July 15  
Spring Semester: November 1  
Summer Semester: April 1

**International Deadlines**

Fall Semester: June 15  
Spring Semester: October 1  
Summer Semester: March 1

**Core Application Requirements**

**1. Application for Admission to Graduate Programs:** A non-refundable \$30 application fee is required with the application. Any application received without the application fee or waiver will not be processed. **Please do not send cash.**

**2. Two Letters of Recommendation and the Letter of Recommendation Forms:** Letters and forms should be enclosed in an envelope with the recommender's signature across the back seal. Letters should be from persons such as professors or employers who can attest to your qualifications. One letter should be from a former professor if you have been in school in the past five years. Letters of Recommendation can be sent electronically if you apply using the online application.

**3. Statement of Goals and Objectives:** Discuss your goals and objectives specific to the program you are applying to. Statement should be two pages.

**4. College Transcripts:** Current official transcripts from all colleges and universities attended. Official transcripts and examination scores must be in sealed envelopes from the sending college or institution. Opened transcripts are not considered official. All documents submitted become the property of the University and will not be released to the student or outside party for any reason. Courses taken at colleges or universities outside of the United States must be evaluated by Educational Credentials Evaluators, Inc. (ECE) or World Education Services, Inc. (WES). The subject analysis or course-by-course evaluation is required. For more information, visit [www.ece.org](http://www.ece.org) or [www.wes.org](http://www.wes.org).

**5. International students** must also submit official TOEFL or IELTS report to Graduate Admissions.

**6. Additional Required Documents:** Some programs may require test scores (GRE, GMAT, TAP), research papers, teaching certificate/licensure, or proof 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, 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.

**8. Applicants who served in the U.S. Armed Forces** should submit a copy of form DD-214, copy 4.

**9. All core application requirements and additional requirements** must be received by the Application Deadlines listed above.

**International Applicant Information**

An international applicant is a foreign student who plans to apply for or is currently in the United States on an F visa or B1/B2 visa. To apply for admission, you must submit the following documents **in addition to the Core Application Requirements listed above:**

1. An official bank letter(s) from each sponsor. Amounts must be given in U.S. dollars.
2. NEIU Financial Statement (this form must be notarized).
3. If you are currently in the United States, submit a copy of your visa and I-94.
4. If you are currently in the United States, submit a copy of your current I-20.

Once your application is processed, wait for your I-20 to schedule an appointment with the U.S. Consular Office ([www.usembassy.gov](http://www.usembassy.gov)). To check on the status of your I-20, contact the Office of International Programs at [international-programs@neiu.edu](mailto:international-programs@neiu.edu).

**Consider applying online.**

Applying online is quick and easy. You can apply anytime, day or night, anywhere you have access to a computer, tablet or mobile device. When you apply online you will have access to your application portal where you can track documents submitted, request a transcript, and send letter of recommendation.

[www.neiu.edu/apply](http://www.neiu.edu/apply)

**Admission to a Degree Program**

The undergraduate academic record must reflect an overall grade point average of 2.75 or higher on a 4.0 scale. All undergraduate work is included in the evaluation. Post-bachelor's work in graduate-level courses, if any, is expected to average 3.0 (B) or better.

**Admission Categories**

Most students who are admitted to NEIU graduate programs are subject only to the standard policies that apply to all graduate students at NEIU. Some students will be offered admission to the following conditional/contingent/provisional statuses. Offers of admission are extended, upon the recommendation of the graduate program and the approval of the College of Graduate Studies and Research.

**Graduating Seniors:** An undergraduate senior who meets all of the requirements for admission to the College and the specific degree program, and is within 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.

**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, may, in certain cases, be granted admission to "provisional status" upon the recommendation of the graduate program and the approval of the College of Graduate Studies and Research. Admission to provisional status may result from an applicant having:

1. A degree from an institution for which academic credit equivalency cannot be established, or one that issues transcripts with ungraded academic records.
2. An undergraduate cumulative grade point average that is below 2.75.
3. An erratic undergraduate academic record.

**Readmission:** Students who do not register for courses within three consecutive semesters (summer included) will be inactivated and must apply for readmission.

**Notification of Admission:** The Graduate Admissions Office will inform students in writing of the admission decision. Students who are admitted should contact their program advisor within two weeks of receiving notification of admission (the advisor's name is identified in the letter of admission), register for the courses they plan to take in their first semester, and participate in orientation programs as specified by the college and/or program.

**Admission Acceptance/Deferral:** Students are expected to enroll in the semester to 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](mailto:grad-deferment@neiu.edu).



**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 Name	First Name	Middle Name	Preferred First Name	Previous Last Name
Permanent Address		City	State (or Country)	Zip or Postal Code

**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 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

Email Address \_\_\_\_\_ Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Gender:  Male  Female  
 Please print clearly. We will communicate with you via email regarding your application status.

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

Optional Information

**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 gay, lesbian, bisexual, transgender or questioning (GLBTQ)?  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

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  First Half Summer  Second Half Summer Year: \_\_\_\_\_ Program Code: \_\_\_\_\_  
(check only one) (Additional Requirement and Program codes)

Applicant type:  Master's Program  Graduate Certificate or Licensure Program Concentration Code: \_\_\_\_\_  
(check only one)  Master's Program Readmission  Graduate Certificate or Licensure Program Readmission (Secondary Education Only)

**Additional Information**

Have you previously attended Northeastern?  Yes  No If yes, when did you last attend? \_\_\_\_\_

Are you a resident of Illinois, Indiana, Iowa, Kentucky, Michigan, Missouri or Wisconsin  Yes  No

Are you a veteran of the U.S. Armed Forces, on active duty, a Reservist, or in the National Guard?  Yes  No

Are you the spouse or dependant child of a veteran of the U.S. Armed Forces?  Yes  No



**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; 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** \_\_\_\_\_

**Recommender Information**

\_\_\_\_\_  
Recommender's Name (Please print) Position or Title

\_\_\_\_\_  
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:**

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

**Note:** If you change recommenders, you must complete a new Letter of Recommendation Form to include your new recommender's information. Copies of this form are available to download at [neiu.edu/admissions](http://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 Educational 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, 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 \_\_\_\_\_

**Recommender Information**

\_\_\_\_\_  
Recommender's Name (Please print) Position or Title

\_\_\_\_\_  
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:**  
Northeastern Illinois University  
Graduate Admissions and Records, D-101D  
5500 North St. Louis Avenue, Chicago, IL 60625

**Note:** If you change recommenders, you must complete a new Letter of Recommendation Form to include your new recommender's information. Copies of this form are available to download at [neiu.edu/admissions](http://neiu.edu/admissions)

## 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
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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 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:**

Northeastern Illinois University  
Graduate Admissions and Records  
5500 North St. Louis Avenue  
Chicago, IL 60625-4699

**Contact the Graduate Admissions Office**

Telephone: (773) 442-6001  
Email: [graduateadmissions@neiu.edu](mailto:graduateadmissions@neiu.edu)  
Website: [neiu.edu/graduatestudies](http://neiu.edu/graduatestudies)  
Fax: (773) 442-4020

**For Office Use Only:**

Form of payment:  Cash  Check  Waiver  Credit Card  Online      Payment verified by: Initials \_\_\_\_\_ Date \_\_\_\_\_

Changeover/Deferment requested:       Semester \_\_\_\_\_ Date \_\_\_\_\_      Processed by: \_\_\_\_\_

### Where to Send Documents

**Graduate Admissions and Records**  
 Northeastern Illinois University  
 5500 North St. Louis Avenue  
 Chicago, IL 60625

### Core Documents

(required for all master's and certificate/licensure applicants)

- Application and Fee
- Statement of Goals & Objectives (2 pages)
- 2 Letters of Recommendation
- Official Transcripts from all colleges/universities
- Additional Program requirements (see below)

### International Documents

(required in addition to Core Documents)

- TOEFL/IELTS
- NEIU Financial Statement
- Official Bank Letters/Statement in U.S. dollars
- ECE or WES evaluation of all college credit

Academic Program and Codes	Admission Requirements/University	Additional Requirements
<b>Biology, M.S.</b> Code (GE05) Admission: Fall only	N/A	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 overall undergraduate GPA of 2.75 and at minimum a GPA of 3.0 in their biology and cognate courses.; the personal statement must indicate career goals and reasons for choosing Biology M.S.
<b>Chemistry, M.S.</b> Code (GE07) Admission: Spring, Summer, Fall	N/A	N/A
<b>Communication, Media and Theatre, M.A.</b> Code (GC13) Admission: Fall Only	<input type="checkbox"/> Sample research paper, honors thesis, or substantial research 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.
<b>Computer Science, M.S. General Concentration</b> Code (GS01) Admission: Spring, Summer, Fall	N/A	N/A
<b>Computer Science, M.S. - Management Information Systems Concentration</b> Code (GS01) Admission: Spring, Summer, Fall	N/A	N/A
<b>English, M.A. - Composition Concentration</b> Code (GC12) Admission: Spring, Summer, Fall	<input type="checkbox"/> Writing sample between 10-15 pages	The statement of goals and objectives should be two-three pages; in conjunction with narrating your goals, this statement should also narrate why you are qualified for graduate study (discuss specific English courses, papers, projects, etc.).
<b>English, M.A. - Literature Concentration</b> Code (GC05) Admission: Spring, Summer, Fall	<input type="checkbox"/> Writing sample between 10-15 pages	The statement of goals and objectives should be two-three pages; in conjunction with narrating your goals, this statement should also narrate why you are qualified for graduate study (discuss specific English courses, papers, projects, etc.).
<b>Geography and Environmental Studies, M.A.</b> Code (GF08) Admission: Spring, Summer, Fall	N/A	The statement of goals and objectives should be at least two pages and discuss the student's academic and professional goals in relation to the M.A. program. Students who do not have coursework or professional experience equivalent to an undergraduate minor in the Geography and Environmental Studies disciplines will be eligible for conditional admission subject to the completion of deficiency undergraduate coursework.
<b>Gerontology, M.A.</b> Code (GP02) Admission: Spring, Summer, Fall	<input type="checkbox"/> A two-to-three page essay (doubles as statement of goals) <input type="checkbox"/> complete work/volunteer resume	Prerequisite training course in psychology-related statistics (e.g. PSYC 202).
<b>History, M.A.</b> Code (GF06) Admission: Spring, Fall	<input type="checkbox"/> Writing sample of at least 10 pages, preferable relevant to history.	N/A
<b>Latin American Literatures and Cultures, M.A.</b> Code (GC16) Admission: Spring, Summer, Fall	<input type="checkbox"/> Statement of Goals and Objectives at least 2 pages, written in Spanish	Statement of Goals and Objectives at least 2 pages, written in Spanish. Advanced-level proficiency in written and oral Spanish as evidenced by a score of at least Advanced Low in the OPI (Oral Proficiency Interview) and WPT (Writing Proficiency Test) administered by ACTFL (American Council of Teachers of Foreign Languages).
<b>Linguistics, M.A.</b> Code (GC11) Admission: Spring, Summer, Fall	<input type="checkbox"/> Official TOEFL or IELTS scores or proof of foreign language study	9 hours of foreign language study at the undergraduate level or above OR for English as a second/foreign language learners 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.
<b>Mathematics, M.S.- Applied Mathematics Concentration</b> Code (GD02) Admission: Spring, Summer, Fall	N/A	N/A
<b>Mathematics, M.S. - Secondary Education Concentration</b> Code (GD02) Admission: Spring, Summer, Fall	<input type="checkbox"/> Copy of teaching license	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, business, computer science, 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).
<b>Music, M.A. - Applied Music Pedagogy</b> Code (GM02) Admission: Spring, Fall	N/A	Prospective students must audition and, if accepted, take placement exams in music theory and history.
<b>Political Science, M.A.</b> Code (GF07) Admission: Spring, Fall	N/A	N/A
<b>Social Work, M.S.W. - Full Program</b> Code (GW01) Admission: Fall Only. Transfers from other accredited MSW program should consult program for other start options.	N/A	An undergraduate GPA of 3.0 or a post-graduate GPA of 3.0 in at least 6 credit hours is required; liberal arts coursework that includes coursework in 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. <b>Deadline March 1; decisions mailed in April.</b>
<b>Social Work, M.S.W. (Advanced Standing)</b> Code (GW02) Admission: Summer only	N/A	Undergraduate GPA of 3.25. Three letters of recommendation. One of the letters of recommendation should be from the BSW Program Director, Field Director, or Faculty of the transfer school. <b>Deadline March 1; decisions mailed in April.</b>
<b>Teaching English to Speakers of Other Languages, M.A.</b> Code (GT05) Admission: Spring, Summer, Fall	<input type="checkbox"/> Official TOEFL or IELTS Scores or proof of foreign language study	Prior experience in education or teaching is not required. Language requirement: For native speakers, 9 credits of college level work, or the equivalent, in one or more foreign languages, or a level 2 in a foreign language on the American Council on the Teaching of Foreign Languages Proficiency Assessment. For non-native speakers, English proficiency demonstrated by a score of 95 on the internet-based TOEFL (IBT), with a minimum of 20 on each of 4 sections or by a score of 7.0 on IELTS, with a minimum of 6.5 on each of the four sections; or by a score of 587 on the paper-based TOEFL.

Academic Program and Codes	Additional Required Documents	Additional Requirements
<b>Geographic Information Science Certificate</b> Code (G905) Admission: Spring, Summer, Fall	N/A	N/A
<b>Gerontology Senior Advocate Certificate</b> Code (G906) Admission: Spring, Summer, Fall	<input type="checkbox"/> A two-to-three page essay <input type="checkbox"/> complete work/volunteer resume	Prerequisite training course in psychology-related statistics (e.g. PSYC 202).
<b>Teaching English to Speakers of Other Languages (TESOL) Certificate</b> Code (G904) Admission: Spring, Summer, Fall	<input type="checkbox"/> Official TOEFL or IELTS Scores or proof of foreign language study	Prior experience in education or teaching is not required. Language requirement: For native speakers, 9 credits of college level work, or the equivalent, in one or more foreign languages, or a level 2 in a foreign language on the American Council on the Teaching of Foreign Languages Proficiency Assessment. For non-native speakers, English proficiency demonstrated by a score of 95 on the Internet-based TOEFL (IBT), with a minimum of 20 on each of 4 sections or by a score of 7.0 on IELTS, with a minimum of 6.5 on each of the four sections; or by a score of 587 on the paper-based TOEFL.
<b>College Preparation and Degree Programs in Arts and Sciences</b>		
<b>Biology, M.S. and Teaching Endorsement</b> Code (GZ19) Admission: Fall Only	N/A	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 overall undergraduate GPA of 2.75 and at minimum a GPA of 3.0 in their biology and cognate courses; the personal statement must indicate career goals and reasons for choosing Biology M.S. Must also meet requirements of corresponding Teacher Licensure Program.
<b>English, M.A. and Teaching Endorsement</b> Code (GZ11) Admission: Spring, Summer, Fall	<input type="checkbox"/> Writing sample between 10-15 pages.	The statement of goals and objectives should be two-three pages; in conjunction with narrating your goals; this statement should also narrate why you are qualified for graduate study (discuss specific English courses, papers, projects, etc.). Must also meet requirements of corresponding Teacher Licensure Program.
<b>History, M.A. and Teaching Endorsement</b> Code (GZ12) Admission: Spring, Fall	<input type="checkbox"/> Writing sample between 10-15 pages, preferably relevant to history.	Must meet requirements of corresponding Teacher Licensure Program.
<b>Latin American Literatures and Cultures, M.A. and Teaching Endorsement</b> Code (GZ14) Admission: Spring, Summer, Fall	<input type="checkbox"/> Statement of Goals and Objectives at least 2 pages, written in Spanish	Advanced-level proficiency in written and oral Spanish as evidenced by a score of at least Advanced Low in the OPI (Oral Proficiency Interview) and WPT (Writing Proficiency Test) administered by ACTFL (American Council of Teachers of Foreign Languages). Must also meet requirements of corresponding Teacher Licensure Program.
<b>Mathematics, M.S. and Teaching Endorsement</b> Code (GZ13) Admission: Spring, Summer, Fall	N/A	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, business, computer science, may apply. Must also meet requirements of corresponding Teacher Licensure Program.
<b>Music, M.A. and Teaching Endorsement</b> Code (GZ15) Admission: Spring, Fall	N/A	Prospective students must audition and, if accepted, take placement exams in music theory and history. Must also meet requirements of corresponding Teacher Licensure Program.
<b>Doctoral Programs</b>		
<b>Clinical Mental Health Counseling, M.A.</b> Code (GG13) Admission: Spring, Fall	N/A	<b>Application deadlines: March 15 for Fall; August 15 for Spring.</b> Minimum undergraduate GPA of 2.75 on a 4.0 scale (applicants with GPA between 2.25-2.99 may choose to submit GRE scores as one measure in support of exceptionalty); graduate college application; counselor education application; transcripts from all colleges/universities attended; personal essay; two recommendation letters from references familiar with applicant's scholarship and experience; resume; and attendance at pre-admission workshop. See Counselor Education website for detailed information.
<b>Community and Teacher Leaders, M.A.</b> Code (GI05) Admission: Spring, Summer, Fall	N/A	N/A
<b>Educational Leadership, M.A. - Higher Education Concentration</b> Code (GX06) Admission: Fall Only	<input type="checkbox"/> Resume or Curriculum Vitae	No prior paid experience in higher education is required. Paid or volunteer K-12 educational experiences will be considered as well.
<b>Educational Leadership, M.A. - School Leadership (K-12) Concentration</b> Code (GX05) Admission: Spring, Summer, Fall	<input type="checkbox"/> In-person interview <input type="checkbox"/> Copy of valid and current Illinois TAP or SAT or ACT Plus Writing <input type="checkbox"/> Two letters of recommendation (completed by supervisors) <input type="checkbox"/> Two NEU Disposition Assessments (completed by supervisors)	1) A Bachelor's Degree from an accredited college or university; 2) Minimum 2.75 G.P.A. (on a 4.0 scale) from most recent degree; 3) Valid and current Illinois Professional Educator License (PEL) (i.e., early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate OR endorsed in a school support personnel area (i.e., school counselor, school psychologist, speech language pathologist (non-teaching), school nurse, school social worker, school marriage and family counselor); 4) Completion of two years of PK-12 full-time teaching OR school service personnel experience within the last five years; 5) Passing score on the Illinois Test of Academic Proficiency (TAP) OR ACT plus writing score OR SAT. For more information, review <a href="https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf">https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf</a> 6) Two letters of recommendation (completed by supervisors); 7) Two NEU Disposition Assessments (completed by supervisors); 8) Successful completion of a written exam provided by the department; 9) Completion of a successful teaching OR school support personnel portfolio; 10) In-person interview.
<b>Note:</b> 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.		
<b>Elementary Education, M.A.T.</b> Code (GL11) Admission: Fall Only	<input type="checkbox"/> TAP or SAT or ACT Plus Writing	Minimum GPA of 3.0 (on 4.0 scale), Passing score on the Illinois Test of Academic Proficiency (TAP) or ACT plus writing score OR SAT. For more information, review <a href="https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf">https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf</a> . GCOE Recommendation letter and form required in lieu of admission recommendation form.
<b>Exercise Science, M.S.</b> Code (GR02) Admission: Fall Only	<input type="checkbox"/> Two letters of recommendation regarding your ability to complete graduate work should be written by either a teacher or employer	N/A
<b>Family Counseling, M.A.</b> Code (GG10) Admission: Spring, Fall	N/A	<b>Application deadlines: March 15 for Fall; August 15 for Spring.</b> Minimum undergraduate GPA of 2.75 on a 4.0 scale (applicants with GPA between 2.25-2.99 may choose to submit GRE scores as one measure in support of exceptionalty); graduate college application; counselor education application; transcripts from all colleges/universities attended; personal essay; two recommendation letters from references familiar with applicant's scholarship and experience; resume; and attendance at pre-admission workshop. See Counselor Education website for detailed information.
<b>Human Resource Development, M.A.</b> Code (GH01) Admission: Spring, Fall	N/A	N/A
<b>Inner City Studies, M.A.</b> Code (GI01) Admission: Spring, Fall	N/A	N/A
<b>Instruction in Language Arts, M.S. - Secondary Education</b> Code (GL06) Admission: Spring, Summer, Fall	<input type="checkbox"/> Copying of Teaching license	Valid Illinois teaching license endorsed for secondary level content and a minimum of 18 hours of coursework in literature/composition, linguistics, and/or speech.
<b>Literacy Education, M.A.</b> Code (GJ03) Admission: Spring, Summer, Fall	<input type="checkbox"/> TAP or SAT or ACT Plus Writing	Passing score on the BST or TAP; proof of minimum of one year's teaching experience. GCOE Recommendation letter and form required in lieu of admission recommendation form.
<b>Middle Level Education, M.A.T.</b> Code (GL12) Admission: Fall Only	<input type="checkbox"/> TAP or SAT or ACT Plus Writing	Minimum GPA of 3.0 (on 4.0 scale), Passing score on the Illinois Test of Academic Proficiency (TAP) or ACT plus writing score OR SAT. For more information, review <a href="https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf">https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf</a> . A 400-word sample essay as part of the program application. GCOE Recommendation letter and form required in lieu of admission recommendation form.

Additional Program and Course

Additional Required Documents

Additional Requirements

**Rehabilitation Counseling, M.A.**  
Code (GG12) Admission: Spring, Fall

N/A

**Application deadlines: March 15 for Fall; August 15 for Spring.** Minimum undergraduate GPA of 2.75 on a 4.0 scale (applicants with GPA between 2.25-2.99 may choose to submit GRE scores as one measure in support of exceptionalty); graduate college application; counselor education application; transcripts from all colleges/universities attended; personal essay; two recommendation letters from references familiar with applicant's scholarship and experience; resume; and attendance at pre-admission workshop. See Counselor Education website for detailed information.

**School Counseling, M.A.**  
Code (GG11) Admission: Spring, Fall

If current teacher: copy of Professional Educator License (PEL) and test results (BST, TAP, ACT or SAT). If not a current teacher: passing scores (TAP, ACT or SAT) and state/federal fingerprint background check

**Application deadlines: March 15 for Fall; August 15 for Spring.** Minimum undergraduate GPA of 2.75 on a 4.0 scale (applicants with GPA between 2.25-2.99 may choose to submit GRE scores as one measure in support of exceptionalty); graduate college application; counselor education application; transcripts from all colleges/universities attended; personal essay; two recommendation letters from references familiar with applicant's scholarship and experience; resume; and attendance at pre-admission workshop. See Counselor Education website for detailed information.

**Secondary Education, M.A.T.**  
(GL13) Admits: Spring, Summer, Fall  
Concentrations: (G1) Language Arts, (G2) Social Science: History, (G3) Mathematics, (G4) Science: Biology, (G5) Science: Chemistry, (G6) Science: Physics, (G7) Science: Earth Science

TAP or SAT or ACT Plus Writing

Minimum GPA 3.0 (on 4.0 scale). Passing score on Basic Skills. TAP current within the past 10 years. A composite ACT plus Writing score of 22, or composite SAT score of 1030 current within the past 10 years will also satisfy this requirement. GCOE Recommendation letter and form required in lieu of admission recommendation form.

**Special Education, M.A.**  
Code (GA10) Admission: Spring, Fall

TAP or SAT or ACT Plus Writing

Passing score on the Illinois Test of Academic Proficiency (TAP) or ACT plus writing score OR SAT. For more information, review <https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>. GCOE Recommendation letter and form required in lieu of admission recommendation form.

**Special Education, M.S.**  
Code (GA11) Admission: Spring, Fall

Proof of full PK-12 LBS I Endorsement or equivalent

GCOE Recommendation letter and form required in lieu of admission recommendation form.

**Teaching & Inquiry, M.S.**  
Code (GL10) Admission: Spring, Summer, Fall

Copy of Teaching license  
 TAP or SAT or ACT Plus Writing  
 Two letters of professional recommendation

Current and valid state teacher licensure; One of the letters of recommendation must be written by a teacher or administrator at the applicant's school or previous school; Evidence of a minimum of 2 years of successful K-9 teaching in the applicant's own classroom; A completed program application; A 400-word writing sample as part of the program application.

Endorsement and Licensure

**Art (K-12) Endorsement: Focus Program**  
(G524) Admission: Spring, Summer, Fall

Copy of Teaching License

N/A

**Bilingual Endorsement Focus Program**  
(G515) Admits: Spring, Summer, Fall

Copy of Teaching license

N/A

**Couple and Family Counseling**  
Code (G907) Admission: Spring, Summer, Fall

See counselor education website for additional details

N/A

**Early Childhood Education Focus Program**  
(G516) Admits: Spring, Fall

Copy of Teaching license

N/A

**Elementary Education Focus Program**  
(G517) Admits: Spring, Summer, Fall

Copy of Teaching license

N/A

**Middle Level Education Endorsement**  
Code (G525) Admission: Spring, Summer, Fall

Copy of Teaching license

N/A

**Physical Education (K-12) Endorsement Focus program**  
(G523) Admits: Spring, Summer, Fall

Copy of Teaching License

N/A

**Reading Teacher Endorsement: Elementary Level**  
Code (G520) Admission: Spring, Summer, Fall

TAP or SAT or ACT Plus Writing  
 Copy of Teaching license

Passing score on the Illinois Test of Academic Proficiency (TAP) OR ACT plus writing score OR SAT. For more information, review <https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>

**Reading Teacher Endorsement: Secondary Level**  
Code (G521) Admission: Spring, Summer, Fall

TAP or SAT or ACT Plus Writing  
 Copy of Teaching license

Passing score on the Illinois Test of Academic Proficiency (TAP) OR ACT plus writing score OR SAT. For more information, review <https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>

**School Counselor Endorsement: Focus Program**  
(G526) Admission: Spring, Summer, Fall

If current teacher: copy of Professional Educator License (PEL) and test results (TAP, ACT or SAT).  
 If not a current teacher: passing scores (TAP, ACT or SAT) and state/federal fingerprint background check.  
See counselor education website for additional details

**Secondary Education Focus Program**  
(G518) Admits: Spring, Summer, Fall

Copy of Teaching license

N/A

**Special Education, Learning Behavior Specialist I (LBS I) Focus Program**  
Code (G501) Admission: Spring, Fall

TAP or SAT or ACT Plus Writing  
 Copy of Teaching license

Passing score on the Illinois Test of Academic Proficiency (TAP) OR ACT plus writing score OR SAT. For more information, review <https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>

**Special Education, LBS II - Curriculum Adaptation Specialist (CAS)**  
Code (G503) Admission: Spring, Fall

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

N/A

**Special Education, LBS II - Behavior Intervention Specialist (BIS)**  
Code (G504) Admission: Spring, Fall

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

N/A

**Special Education, LBS II - Learning Behavior Specialist (LBS)**  
Code (G502) Admission: Spring, Fall

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

N/A

**Teacher Leader Endorsement**  
Code (GI08) Admission: Spring, Summer, Fall

Copy of Teaching License

N/A

**TLP Secondary Education**  
Code (G313) Admission: Spring, Summer, Fall  
Concentrations: (G1) Language Arts, (G2) Social Science: History, (G3) Mathematics, (G4) Science: Biology, (G5) Science: Chemistry, (G6) Science: Physics, (G7) Science: Earth Science

N/A

N/A

Degree Programs in Business and Management

**Accounting, M.S.**  
Code (GB02) Admission: Spring, Summer, Fall

GMAT or GRE Scores  
 Resume or Curriculum Vitae

GMAT (450 points minimum) or GRE (149 points on each part, quantitative and verbal)

**Business Administration, M.B.A.**  
Code (GB03) Admission: Spring, Summer, Fall

GMAT or GRE Scores  
 Resume or Curriculum Vitae

GMAT (450 points minimum) or GRE (149 points on each part, quantitative and verbal)