

# Admissions

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## Admissions and Transfer Center

The Admissions Office and Transfer Center are part of Enrollment Management Services (D-130), and assist prospective undergraduate students with the process of applying for admission and learning more about opportunities at Northeastern Illinois University. Admissions Counselors review admission requirements and procedures, discuss academic programs, and explain how transfer credits apply toward university degree requirements. For more information, contact the Admissions Office at (773) 442-4050 or visit our website at Admissions (<http://www.neiu.edu/future-students/how-apply>).

## General Information

Factors considered in evaluating an undergraduate applicant for admission to Northeastern include: the high school program of study, GPA, and standardized test scores. A non-refundable application fee of \$30 must be submitted with all applications. Applications received without the required fee will not be processed.

## Admission Requirements and Application Procedures

Applicants for undergraduate admission at Northeastern Illinois University must:

1. Submit a completed application or apply online.
2. Submit a non-refundable application fee or approved application fee waiver accompanying the application. The application fee can be in the form of a check, money order or bank draft payable to Northeastern Illinois University. If paid in cash at the Student Payment Services Office, the receipt should be attached with the application package.
3. Provide official transcripts and/or test scores. Transcripts and examination scores must be official and received in an envelope sealed by the sending institution. Hand-carried transcripts will be considered official as long as they are delivered in the sealed envelope. Transcripts become the property of the University and cannot be released.
4. Meet the admission requirements of your admission type (Click on Admission Type on left menu).

Refer to individual applications for specific instructions.

## Application Processing

Applications are processed continuously throughout the year in accordance with published deadlines for each term. Applicants who send all required credentials well in advance of the term for which admission is being sought benefit by receiving earlier notification of admission decisions, and may be eligible to participate in Advance Registration.

International students who carry B1/B2, F, or J visas must complete their files by the published International student deadline for the term in which the student is applying in order to ensure proper processing of the I-20 form or DS-2019.

All transcripts and other documents submitted in support of a student's application for admission become the property of the University. The Admissions Review and Processing Office will retain these credentials for a period of one year from the time of initial application. At the close of this period, all such documents submitted by applicants who do not enroll at Northeastern will be destroyed.

The discovery of omitted previous post-secondary attendance may be cause for the student's admission to be rescinded and, if a current student, for the student to be dismissed from the University. An administrative hold will be put on the student's record blocking further registration. Petitions to reenter will be reviewed by the Admissions Appeal Committee.

Applicants must be in good disciplinary standing at schools previously attended. Applicants who are not in good disciplinary standing will be reviewed on a case-by-case basis.

## Admission by Appeal

Undergraduate applicants who are not granted admission may submit an admission portfolio for reconsideration. The portfolio must include a personal statement from the student explaining the reasons for their academic standing. Letters of recommendations from instructors or counselors are also considered. Admission portfolios will be reviewed by an Admissions Appeal Committee. Contact the Admissions Office for additional information.

## Admission to Major Programs

Undergraduate applicants are first approved for admission to the university. It is then the student's responsibility to apply to the academic department in which he/she wishes to major, to the Daniel L. Goodwin College of Education if pursuing a teacher education program, and to the College of Business and Management if pursuing a business degree. Students who are readmitted to the University must re-declare their major(s) and minor(s).

The University requires all undergraduate students to declare a major by the time they have earned a total of 45 credit hours. Students intending to major in business, education, graphic design, or social work can declare a "Pre-Major" until the program admission requirements to the College of Business and Management, Daniel L. Goodwin College of Education, or the Department of Social Work are met.