

# APPLICATION PROCESS TIMELINE



Applying to The College of Professional Studies takes planning. Decide in which term you want to start your courses, follow this suggested timeline for your application process, and you should easily meet all the requirements to begin in the term of your choice.

## 8-9 MONTHS BEFORE

- Go to the [Admissions page](#) online, select your desired program and make a list of required application materials
- Find out if you will need to submit an English Proficiency Test score (such as TOEFL, IELTS or TOEIC score) or [meet qualifications to waive this requirement](#)

## 6-8 MONTHS BEFORE

- Take the required English Proficiency Test; have the test score sent to the College
- Fill out the application form
- Request official transcripts from all the secondary schools and universities you have attended
- Identify references; have them write your reference letters
- Write your application essay (“*statement of purpose*”) (if required)
- Prepare your curriculum vitae (“*resume*”) (if required)

## 5-6 MONTHS BEFORE

- Submit application
  - By mail: include application and all required materials
  - Online: complete application online; mail required materials
- Complete Declaration & Certification of Finances (DCF) Form, provide financial documentation, and submit supporting documents required for a Certificate of Eligibility (I-20)

## 3-5 MONTHS BEFORE

Your application form and the required materials will be reviewed by the admissions committee. The decision will be mailed to the address you provided on the application form. If you receive a letter of acceptance and decide to study at the College, please complete the following steps:

- After acceptance, complete and submit a Transfer-In Notification Form to the school you are currently attending
- After the transfer process is completed, fill out the Northeastern University Health Report Form, arrange for health insurance coverage, and arrange for accommodations during your studies at the College

Your chance of beginning in the term of your choice based on when you start the application process:

- EXCELLENT    ● GOOD    ● FAIR    ● NO GUARANTEE

## APPLICATION CHECKLIST

### Materials that you need for a complete application

#### UNDERGRADUATE\*

- Application for Admission (*online*)
- Official transcripts (*translated into English*): High school transcript, General Equivalency Diploma (*GED*), or associate degree (*with conferral and date*)
- Official [English Language Proficiency](#) scores
- Completed College of Professional Studies [Declaration & Certification of Finances \(DCF\) Form](#) and supporting documents †
- Official financial documentation
- Completed College of Professional Studies [Transfer-in Form](#)

\*Some degrees and programs have special requirements. Be sure to check the website listed below for your specific program. [www.northeastern.edu/cps/admissions/undergraduate](http://www.northeastern.edu/cps/admissions/undergraduate)

#### GRADUATE\*

- Application for Admission (*online*)
- Statement of purpose (*500 - 1,000 words*)
- Current resume/curriculum vitae
- Two letters of recommendation (*not required for certificate*)
- Official transcripts (*translated into English*) for all undergraduate colleges and universities attended
- Official [English Language Proficiency](#) scores
- Completed College of Professional Studies [Declaration & Certification of Finances \(DCF\) Form](#) and supporting documents †
- Official financial documentation
- Completed College of Professional Studies [Transfer-in Form](#)

\*Some degrees and programs have special requirements. Be sure to check the website listed below for your specific program. [www.northeastern.edu/cps/admissions/graduate](http://www.northeastern.edu/cps/admissions/graduate)

#### ENGLISH LANGUAGE CENTER PROGRAMS (ELC)\*\*

- Application for Admission (*online*)
- Completed [ELC Declaration & Certification of Finances \(DCF\) Form](#) and supporting documents †
- Official financial documentation
- Non-refundable tuition deposit check

\*\*Some ELC programs have additional requirements. Be sure to check the website listed below for your specific program. [www.northeastern.edu/cps/elc](http://www.northeastern.edu/cps/elc)

† Declaration & Certification of Finances Form (DCF) and supporting documentation are not required for academic acceptance, but if you are required to obtain a student visa to study at the College, these documents are mandatory for attendance.

### Contact International Admissions for questions and more information

**Address:** Northeastern University  
College of Professional Studies  
International Admissions  
50 NI, 360 Huntington Ave., Boston, MA 02115

**email:** [cps-globaladmissions@neu.edu](mailto:cps-globaladmissions@neu.edu)

Northeastern University  
College of Professional Studies