

UNIVERSITY of
NORTHERN COLORADO



Thank you for your interest in graduate study at the University of Northern Colorado (UNC). We look forward to helping you pursue your educational goals. The simple student-administered step-by-step process is described below. If you have questions, please contact us at (970) 351-2831, Monday-Friday, 8:00 a.m. – 5:00 p.m.

You will receive written acknowledgement of your application upon receipt. Graduate admission at UNC is a three-stage process. Once your application is complete, it is evaluated for Graduate School admission requirements and then forwarded on to the department to which you applied for admission evaluation. The file is then sent back to the Graduate School with an admission recommendation. To ensure timely processing, you must submit all materials required for admission screening (application, transcripts, if applicable: letters of recommendation, GRE scores etc.) along with the non-refundable application fee made payable to UNC Graduate School. Your application will not be evaluated for admission until it is complete, including required test scores, if any. Failure to submit all required materials will significantly delay the evaluation of your application.

Listed below are basic requirements for Graduate School admission.

Step 1. Complete the Application Form

The electronic application cannot be submitted until you have paid by credit card or indicated you will send payment separately and you have received confirmation from the on-line administrator that your application has been successfully submitted. All sections of the application must be completed before it can be submitted.

Step 2. Obtain Official Transcripts

All applicants are required to provide two official transcripts from every accredited college or university attended since completing high school, except UNC. Original and official transcripts from each college are required, even if courses taken at one institution are listed on another school's transcripts. Official transcripts should be mailed to the University of Northern Colorado Graduate School, Campus Box 135, 501 20th Street, Greeley, Colorado 80639-0064.

Step 3. If applicable: Submit Graduate Record Examination scores (GRE)

No doctoral applications are reviewed for admission without the GRE test scores. Applicants for master's degree programs should review the UNC Catalog (<http://catalog.unco.edu/>) or contact their degree program coordinator to determine if GRE scores are required. You must request official scores to be sent from the Educational Testing Service to the UNC Graduate School. You can call ETS at (609) 771-7670 in NJ, or (510) 873-8100 in CA. **UNC's institutional code number is R4074.** All GRE general test scores must be no more than five years old at the date of your application.

Step 4. Obtain Letters of Recommendation

Letters of recommendation are required for Doctoral and Interdisciplinary degree program applicants. Obtain three letters of recommendation from persons who can attest to your academic potential and abilities. You may download a generic form (form GS1004 at www.unco.edu/grad/forms) from our website or check with your department/program's graduate coordinator to determine whether this form will be accepted or if they require a different form.

Step 5. Check Department/Program Requirements (Do this prior to submitting your application)

Departments may have additional requirements, procedures or deadlines. It is the applicant's responsibility to contact the department offering the degree and/or educator licensure program(s) to which you are seeking admission to determine if additional material or procedures are required. Please note: some programs screen applications once a year. In the case of any departmental deadlines, your application **MUST BE RECEIVED** by the Graduate School at least 20 working days prior to the departmental deadline. If there is no department deadline, you should plan on submitting your application at least 60 days prior to your projected enrollment date to ensure adequate processing time. A completed application normally takes four to six weeks to process. Applications for Interdisciplinary programs, should allow extra time for processing and review by the university-wide admissions committee.

Step 6. Submit All Required Application Materials to the Graduate School

For timely processing, submit all supporting materials required for admission to: University of Northern Colorado, Graduate School, Campus Box 135, 501 20th Street, Greeley, CO 80639-0064. Your application cannot be evaluated for admission until it is complete, including required test scores, if any. Failure to submit materials required by the specific program to which you are seeking admission may delay your consideration for admission.

U.S. Citizen Checklist

Check below to ensure that your application is complete.

- _____ Appropriate application form completely filled out and submitted.
- _____ Two official transcripts from all accredited institutions attended since high school, except for transcripts from UNC.
- _____ Paid non-refundable processing fee (\$50 domestic).

If applicable:

- _____ Graduate Record Examination (GRE) scores requested from ETS. If available, a copy of scores can be enclosed with a written request to evaluate pending receipt of official scores.
- _____ Other test scores (GMAT, MAT) submitted.
- _____ Letters of recommendation.
- _____ Vita or résumé.

International Check List:

Check below to ensure that your application is complete.

- _____ Completed Application for Admission includes:
 - ~ Level and type of program.
 - ~ Name of degree program and emphasis.
 - ~ Official transcripts/mark sheets from each institution ever attended (excluding the University of Northern Colorado) with notarized English translation of foreign language transcripts and diplomas.
 - ~ Financial affidavits.
 - ~ Visa information.
 - ~ TOEFL test scores or other evidence of advanced English proficiency.
- _____ Graduate Record Examination (GRE) scores, for all doctoral applicants and specific masters applicants, have been requested.*
- _____ Three Letters of Recommendation are enclosed in sealed envelopes with signature of reference across the seal.*
- _____ Other required admissions materials and additional test scores required by the specific program are enclosed:
 - ~ Departmental application packet is complete.
 - ~ MAT or GMAT scores, if required by degree program, have been requested.*
- _____ \$60 (US) non-refundable processing fee is enclosed.
- _____ Department has been contacted to obtain program application packet. Appropriate materials have been sent to the department.
- _____ **Check with the department you are applying to for all requirements.*

Be sure your application arrives at least 90 days (three months) before the semester begins in which you wish to first enroll at UNC, and/or at least 30 days (one month) before the program deadlines for admission.