



U.S. Graduate Online Instructions

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 the Graduate School at (970) 351-2831, Monday-Friday, 8:00 a.m. – 5:00 p.m.

You will receive online acknowledgement of your application upon receipt. Graduate admission at UNC is a three-stage process, first to the Graduate School, then to the program area for review by faculty and then back to the Graduate School. To ensure timely processing, you must submit **ALL** materials required for admission screening along with the non-refundable \$50 application fee made payable to UNC Graduate School.

Listed below are basic requirements for Graduate School admission.

Step 1. Complete the Application Form

All sections of the application must be completed before it can be submitted. And, the electronic application cannot be submitted until you have paid the application fee of \$50 by credit card or indicated you will send payment separately. You must then receive confirmation from the on-line administrator that your application has been successfully submitted.

Step 2. Obtain Official Transcripts

All applicants are required to provide one official transcript from every accredited college or university attended since completing high school, except UNC. 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:

Graduate School and International Admissions
Campus Box 135
University of Northern Colorado
Greeley, CO 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.** If available, an *unofficial copy* of scores can be enclosed with a written request to evaluate pending receipt of official scores. 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 the generic Letter of Recommendation form (<http://www.unco.edu/grad/forms/student.html>) from our website or check with your program area graduate coordinator to determine whether this form will be accepted or if they require a different form. Most masters programs require letters of recommendation as well. Check with your program to determine if they require letters of recommendation and if they accept the Graduate School Letter of Recommendation form.

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

Programs may have additional requirements, procedures or deadlines. It is the applicant’s responsibility to contact the program area offering the degree and/or educator licensure program(s) to which you are seeking admission to determine if additional materials or procedures are required. Please note: some programs screen applications once a year. *In the case of any program area deadlines, your application MUST BE RECEIVED by the Graduate School at least 20 working days prior to the program deadline. If there is no program 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. For applications for Interdisciplinary programs, allow extra time for processing and review. Your application will not be evaluated for admission until it is complete, including required test scores, if any. Failure to submit all required materials may delay evaluation of your application.

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

For timely processing, submit all supporting materials, including items required by your program area, for admission to:

**Graduate School and International Admissions
Campus Box 135
University of Northern Colorado
Greeley, CO 80639-0064**

Admission decisions to the University of Northern Colorado are made without regard to age, race, color, gender, religion, national origin, disabling condition, sexual orientation, military service, or political affiliation. In fact, convinced that diversity fosters individual growth and social maturation, UNC actively seeks to enroll a diverse student body.

U.S. GRADUATE APPLICATION CHECKLIST

Check below to ensure that your application is complete.

- Appropriate application form completely filled out and submitted.
- One official transcript 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, an *unofficial copy* of scores can be enclosed with a written request to evaluate pending receipt of official scores.
- Other test scores (MAT) submitted.
- Letters of recommendation.
- Other application materials required by program area.

