

University of Northern Colorado

Graduate Application FAQ

Application Basics

Q: How do I start my application?

A: Applications are submitted online through the UNC [Graduate School Application Portal](#). Create an account, select the appropriate application (generally a graduate application) and complete each section of the application. When you submit the application, you will find the links to load the additional documents needed to complete the application process.

Q: Is there an application fee?

A: Yes. The graduate application fee is \$50. Payment is made within the online application.

Q: Are fee waivers available?

A: A fee waiver can be requested at the time of application. It is nearly the last question that appears on the application. Choices include McNair Scholar, TRIO Scholar or financial hardship. Those requests will be reviewed, and you will be notified if they are approved. Also, current or former UNC students should list UNC as a school they previously attended, and their application will be taken past the fee page.

Q: Can I apply to more than one program?

A: No, you can only apply to one program at UNC. However, you can change the program, site or term of your application at any time (prior to the application being in faculty review) by logging back into the application and using the request form.

Q: Who qualifies as a domestic applicant?

A: U.S. citizens, permanent residents and certain visa holders apply as domestic students.

Transcripts

Q: I'm a domestic applicant; how do I submit official transcripts?

A: UNC only accepts official transcripts sent directly from your previous institution. For domestic applicants, we accept transcripts by Parchment or National Student Clearinghouse sent to grad.admissions@unco.edu. For hard copy transcripts, please contact schools where you received a degree or a degree is in progress, and have your transcripts sent to:

University of Northern Colorado Office of Admissions
501 20th Street, Campus Box 10 Greeley, CO 80639

Q: I am an international applicant; how do I submit my official transcripts?

A: UNC **does not** accept transcripts submitted directly by the applicant. All transcripts must be sent officially by your institution or Ministry of Education. [International Admission Requirements](#)

Preferred: Electronic Delivery

- Ask your institution to email transcripts directly to: international@unco.edu
- You may also use WES (World Education Services) to send transcripts electronically.

- Alternative: Mail Delivery
University of Northern Colorado
Campus Box 10 (Admissions)
501 20th St
Greeley, CO 80639

Q: Do I need to submit transcripts from every college I attended?

A: In most cases, UNC only requires transcripts from institutions where a degree was received, or a degree is currently in progress. There are some programs and circumstances (e.g. using military benefits) where we would require all transcripts from any complete coursework, even if credits were transferred. Your application will warn you if you fit into one of those categories.

Q: What is an official transcript?

A: "Official" refers to the means that the document is received. It is official if it is ordered by the student and sent directly from their previous institution to UNC. "Unofficial" is a document uploaded by the student directly to their application. Graduate Admissions does not accept unofficial transcripts. All transcripts must be sent directly to UNC from the previous institution, or, if sent to the student first, they must remain in the same sealed envelope they were originally sent in.

Q: My current degree is still "In-progress". Should I wait to order my transcripts until my degree is awarded?

A: You should order an *official* transcript that is in-progress (e.g., applying to graduate school while still completing bachelor's degree), This would not be a final transcript, since the degree is in progress. If you are admitted with a requirement that you submit a final, official transcript showing degree conferred, you will need to contact your previous institution a second time and have them send us the transcript once it is final, e.g., your degree is showing as conferred.

Q: I am being asked to demonstrate English proficiency on my application. How can I learn more about that?

A: Please read this information carefully [University of Northern Colorado - Demonstration of English Proficiency](#). Additional details can be found here: [International Admission Requirements](#) If you have additional questions, please contact your enrollment counselor: [1-on-1 Extended Campus Student Appts.](#)

Letters of Recommendation

Q: How do I submit recommendation letters?

A: You'll list your recommenders in the application portal. They will receive an email with instructions to upload their letters directly. You cannot submit a letter of recommendation on behalf of your recommender. It must come from them. So, you don't need to have your letters of recommendation in advance, just make sure your recommenders are aware that they will be contacted by UNC to obtain those recommendations.

Q: How many letters are required? A: Most programs require 2–3 letters. Check your specific program's admission requirements. <https://www.unco.edu/graduate-school/degrees-and-programs/>

Q: Can I track the status of my recommendations? A: Yes, you can log into the application portal to see whether your recommenders have submitted their letters. You cannot view the content of their letters of recommendation.

Q: My recommender never received my request for a letter of recommendation. What can I do?

A: Verify the email address is correct. Encourage them to look in their junk mail folder in case it got flagged. If all else fails, contact grad.admissions@unco.edu and ask them to resend the link and an email reminder. Most often that will resolve the issue.

Personal Statement / Essays

Q: What should my personal statement include?

A: Many UNC programs provide a specific writing prompt. You can find those here: <https://www.unco.edu/graduate-school/degrees-and-programs/>. If no prompt is given, consider including the following information:

- Your academic and professional background
- Your reasons for pursuing graduate study at UNC
- Your career goals
- Why the program is a good fit

If you need further support, please connect with your enrollment coach at <https://admissions.unco.edu/portal/1-on-1-exc-appts> or contact the program coordinator for guidance.

Q: Is there a word limit for my personal statement?

A: Requirements vary by program — always check your program’s admissions page for details. <https://www.unco.edu/graduate-school/degrees-and-programs/>

Test Scores

Q: Do I need to take the GRE or another test?

A: Many UNC graduate programs are test optional. Some may still require GRE, GMAT or Praxis. If required, official GRE scores must be sent directly from ETS using UNC’s institutional code (4074). Some other test scores can be loaded by applicants. Please review your specific program requirements here: <https://www.unco.edu/graduate-school/degrees-and-programs/>.

Deadlines and Decisions

Q: When are applications due?

A: Deadlines vary by program. Many fall-start programs have deadlines in late November or early December, especially for those seeking assistantships or funding. Confirm dates on your program’s webpage. <https://www.unco.edu/graduate-school/degrees-and-programs/>

Q: Can I start my application now and finish later?

A: Yes. You can save your application in the portal and return at any time before submitting.

Q: How long does it take to receive a decision?

A: The time it takes to get an admission decision largely depends on how quickly you are able to submit all materials, the time of year and the practices implemented by the program for application review. If you have questions, please reach out to your enrollment coach for assistance.

Other Common Questions

Q: How do I find out about financial aid?

A: Contact the [Office of Financial Aid](#).

Q: How do I find out about scholarships?

A: To be considered for a graduate scholarship, you may complete and submit a UNC Scholarship Application once you are admitted. By completing the scholarship application, you will be matched up with scholarships you qualify for. Colleges and programs sometimes offer scholarships or grants, so you may wish to inquire within your department and/or college.

Q: How do I find out about assistantships?

A: You may be eligible for a graduate assistantship that provides stipend and/or tuition and partial fee waiver. Generally, students who hold graduate assistantships obtain GA and TA positions within their programs. If you are interested in applying for a graduate assistantship with an administrative office on campus, current vacancies are posted at <https://www.unco.edu/graduate-school/funding/student-employment.aspx>. Please direct any questions or application materials for a specific administrative GA position to the contact person listed on the job posting. Additional job listings, including available assistantships, may be found at Handshake, <https://unco.joinhandshake.com/login>.

Q: How can I change my application program, site, or term?

A: Please log back into your application status page and find the “Change of XXX prior to admission form”. That form is on the right-hand side of the page, about halfway down. Submit that form, and we will update your application according to your request and notify you when that has been completed. There may be different/additional application material requirements needed that would then be added to your checklist if you change your degree program. Make sure you review the required materials for your new program so that you know what to expect. <https://www.unco.edu/graduate-school/degrees-and-programs/>

Q: Who can I contact for help?

A: General application or technical issues: grad.admissions@unco.edu. For other questions, [contact an enrollment coach](#).