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.

Graduate admission at UNC is a three-stage process, first to the Graduate School, then to the faculty/department, and then back to the Graduate School. 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.

Once your application is complete, it is evaluated for Graduate School admission requirements and then forwarded on to your department of study for admission evaluation. The file is then sent back to the Graduate School with an admission decision. You will receive written acknowledgement of your application upon receipt.

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**
Doctoral and Interdisciplinary degree program applicants. Obtain three letters of recommendation from persons who can attest to your academic potential and abilities. This function is available through the on-line application. It is an optional feature allowing you to use it, or not if you choose. It is recommended you check with your 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 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.
Graduate Application Checklist

_____ 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, $60 international)

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

www.unco.edu/grad