

# Admission

The goal of the admission process at the College of Professional Studies is to provide access to a Northeastern University education worldwide and to create an environment where you will grow and create lasting opportunities for your future. To support this, we take a friendly and supportive approach to admissions and are here to guide you through the process and help you achieve your goals. There are no application fees. No GREs, GMATs, or SATs required. And there are multiple start terms per year.

## When to Apply

### DOMESTIC APPLICANTS

The College of Professional Studies admissions process operates on a rolling basis. However, it is recommended that all required documents are received:

- Six weeks prior to your desired start term for **transfer applicants**
- Four weeks prior to your desired start term for **applicants not transferring credits**

### INTERNATIONAL APPLICANTS

As an international applicant, there are important deadlines you must meet in order to begin classes during your desired start term. International applicants who will be studying in the United States on a student visa must abide by the deadlines found on the College of Professional Studies website (<http://www.cps.neu.edu/admissions/international/>).

## Application Information

Applicants should refer to the following information to submit application documents:

Mail supporting documents to the following address:

Northeastern University—College of Professional Studies  
Graduate Application Processing Center  
P.O. Box 8150  
Portsmouth, NH 03802

If you are **unable** to send it to a **P.O. Box**, mail supporting documents to the following address:

Northeastern University—College of Professional Studies  
Graduate Application Processing Center  
360 Huntington Avenue  
Boston, MA 02115-9959

**It is important to include “College of Professional Studies” in the address when sending mail or requesting transcripts from previous institutions.**

### FAX

Fax supporting documents to the following number: 617.373.8574.

### EMAIL

Supporting documents that we recommend you submit via the Applicant Inquiry Form (<https://northeastern-network.force.com/GraduateAdmissionsFAQ/s/>):

- Unofficial transcripts
- Copy of diploma
- Statement of purpose
- Recommendation letters

### TRANSCRIPTS

Transcripts must be mailed from the originating institution in a stamped and sealed envelope or emailed through “escript.”

### IMPORTANT CODES

Note the following codes:

- TOEFL code: 4999
- FAFSA code: 002199

### ADMISSIONS CONTACT

Questions? Please visit the Graduate Admissions Support Center (<https://northeastern-network.force.com/GraduateAdmissionsFAQ/s/>).

### **APPLICATION WITHDRAWAL DUE TO INACTIVITY**

An application can be incomplete for up to one year before it is automatically withdrawn due to inactivity. An applicant who would like to reactivate their application has one year to do so from the time of their application withdrawal.

If an applicant has any questions or would like to reactivate their application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

### **Request to Withdraw an Application**

An applicant can request to withdraw their application for admission at any time. An applicant who would like to reactivate their application has one year to do so from the time of their application withdrawal.

To request to withdraw your application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

### **Admissions Acceptance Deferral**

A student who is not able to start their studies during the academic term for which they gained acceptance must contact the Office of Admissions to request a deferral of admission. A student may request a deferral for up to one year, unless otherwise noted for specific programs. Check with the Office of Admissions for more information.

If a student does not get approved for an acceptance deferral and does not begin their studies within two academic terms of acceptance into a program, they forfeit that acceptance and must reapply to the program for a future term. It is important for the student to inform the Office of Admissions about deferral requests as this may impact the student's time limit on program completion and financial aid.

### **Conditional Admission**

Students who have not submitted required admissions documents, such as official transcripts, prior to admission must do so within 30 days of the start of the academic term. A student who has been admitted on condition to provide admissions documents will not be permitted to register for a future term.

### **Curricular Requirements**

Admitted students are required to follow the program requirements that are in effect the term for which they have been admitted or, in the case of a formal deferral, the future term to which they have deferred. Students are encouraged to review the curricular requirements at the beginning of their start term to ensure they have the most up-to-date information.

The college reserves the right to rescind an offer of acceptance if the student is no longer considered in good academic or disciplinary standing between the time of acceptance and matriculation.