

# MILITARY APPLICATION PROCESS

## NORTHEASTERN BACHELOR'S COMPLETION PROGRAMS

### Getting started

Ready to apply? The application process is simple.

As a military servicemember or veteran, you may be eligible for a scholarship worth up to \$10,000 through the Ruby Linn Foundation in addition to your military education benefits. To apply, please follow all the instructions below.

Not sure what program you're interested in?

[Explore all our bachelor's completion programs.](#)



### Admissions Checklist

Please submit the following to apply to your bachelor's completion program:

#### 1 | Application for Admission:

Online application: [northeastern.edu/cps-applynow](https://northeastern.edu/cps-applynow)

#### 2 | Transcripts:

Submit one of the following:

- Official high school transcript, GED, or signed [Attestation form](#) along with your official college transcripts showing at least nine college-level earned credits or more **OR**
- Official associates degree transcript showing degree conferral and date **AND**
- Joint Service Transcript (JST)\* and or Community College of the Air Force (CCAF) Transcript

*\*To obtain your Joint Service Transcript, please go to [this link](#) and follow the steps. To obtain your CCAF Transcript, please go to [this link](#) and follow the steps. You will need to download your transcript and upload it to your application, as well as send an official copy to Northeastern.*

*Note: If you have attended multiple colleges, please send along ALL of the official transcripts to be awarded transfer credit for those classes. Even if they are shown all on one transcript, we will need each individual transcript for each college attended.*

#### 3 | Transfer Credit Documents

Should be submitted with your application materials. Please provide all at the time of admission so as not to delay your transfer credit award:

- Official college transcripts (all transcripts must be submitted from all colleges attended where you received credits and wish to receive transfer credit from)
- Foreign transcripts: Please submit the official transcripts along with a course-by-course credential evaluation (we recommend [WES.org](https://www.wes.org), [CEDEvaluations.com](https://www.cedevaluations.com), or [ECE.org](https://www.ece.org)).
- Military evaluations
- Official examination scores: AP, IB, CLEP, Dante

#### 4 | Email or Mail Materials To:

Northeastern University: College of Professional Studies  
Application Process Center  
PO Box 8150  
Portsmouth, NH 03802

Your institution's Registrar's Office can also email your transcripts directly to [CPSAdmissions@northeastern.edu](mailto:CPSAdmissions@northeastern.edu).

*\*Please note that transcripts will NOT be accepted as official if they come from the student directly.*

#### 5 | Apply for Financial Aid, Scholarships, and VA Education Benefits

- [FAFSA.gov](https://fafsa.gov)
- [northeastern.edu/bachelors-completion/scholarships](https://northeastern.edu/bachelors-completion/scholarships)
- [va.gov/education/how-to-apply/](https://va.gov/education/how-to-apply/)

### Ruby Linn Scholarship Checklist

Programs from the Lowell Institute School eligible for this scholarship include:

- BS in Analytics
- BS in Biological Science
- BS in Biotechnology
- BS in Digital Communication and Media
- BS in Healthcare Administration
- BS in Information Technology
- BS in Project Management
- BS in Psychology
- BS in Health Science

Once you have submitted your application and applied to your program of interest, please complete the following steps to submit your Ruby Linn Scholarship Application:

- Submit a 1-2 paragraph personal statement that talks about:
  - > You, your career/education goals, and your military experience
  - > How you will benefit from the scholarship
- Submit your proof of service (i.e., orders, DD214, etc.)
- Personal statement and proof of service can be submitted via email to [rubbylinnscholarship@northeastern.edu](mailto:rubbylinnscholarship@northeastern.edu).

### Contact Information

If you have any questions or concerns, please contact:

- Casey Vaughan, senior military admissions officer, at [c.vaughan@northeastern.edu](mailto:c.vaughan@northeastern.edu) or [schedule an appointment](#).
- Dolce Center for the Advancement of Veterans and Servicemembers (CAVS) at [nuvets@neu.edu](mailto:nuvets@neu.edu) or 617.373-2392.

