




2023
RESOURCE GUIDE



Northeastern
ILLINOIS UNIVERSITY



Table of Contents

Undergraduate Admissions 2

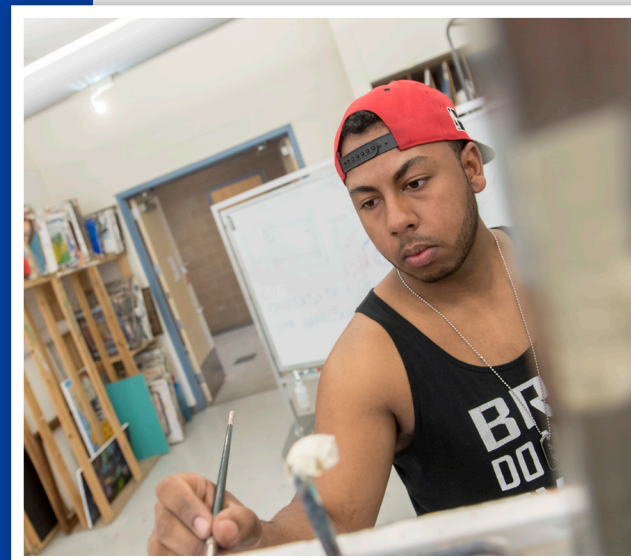
**Admissions Operations
& Graduate Admissions 3**

**Financial Aid, Scholarships
& Student Employment 4**

Registrar's Office 5

Student Payment Services 6

Veterans Services Office 7



Undergraduate Admissions

(Freshman & Transfer)

Important Information

The Office of Undergraduate Admissions supports the admissions and recruitment of freshman and transfer students to Northeastern Illinois University. As a first point of contact for most students, admissions counselors/recruiters assist students with understanding the admissions process and completing their applications to the university.

Upcoming Admission Visit Opportunities

What's so special about NEIU?

Why do students choose NEIU over other universities?

How can I personalize my experience?

Students can schedule a guided visit to NEIU 5 days per week year-round. Whether you are looking into NEIU for the first time or you've already been admitted and want to check it out in person, you can expect to meet an admission counselor, meet with one or more currently enrolled students, get a walking tour of campus, and get any of your college questions answered. Admissions also hosts events year round where you can visit with other students. To see the different ways to visit campus, or to take a virtual tour of campus, go to admissions.neiu.edu/visit.

Application Deadlines

FULL & FIRST HALF SUMMER

Undergraduate: April 1

International: March 1

All Student-at-Large: May 15

FALL

Undergraduate: July 15

International: June 15

All Student-at-Large: July 15

FULL & FIRST HALF SUMMER

Undergraduate: April 1

International: March 1

All Student-at-Large: May 15



Contact Us

- By phone at (773) 442-4050 (8:30 a.m. - 4:30 p.m.)
- By email at admrec@neiu.edu (for Freshman)
- By email at tsteps@neiu.edu (for Transfer)



Admissions Operations & Graduate Admissions

Important Information

Admissions Operations is responsible for processing all applications and documents for undergraduate admission applicants (freshmen, transfer, readmit, 2nd bachelor's and Undergraduate Student-at-Large), making admission decisions, admission decision correspondence, initial transfer credit evaluation (including AP, CLEP), updates, and transfer credit re-evaluation.

Graduate Admissions is responsible for the recruitment and processing of all graduate applications (master's degree, certificate/endorsement/licensure, and Graduate Student-at-Large), making admission decisions (in conjunction with academic departments), and admission decision correspondence.

Contact Us

Admissions Operations:

- By phone at (773) 442-4000
- By email at admissiondocs@neiu.edu
Only to be used for admissions documents (transcripts, test scores, etc.)

Graduate Admissions:

- By phone at (773) 442-6001
- By email at graduateadmissions@neiu.edu

Financial Aid, Scholarships & Student Employment



Important Information

Financial Aid, Scholarships & Student Employment has moved its entire operation remote – from document imaging and virtual advising to data load exchanges between governmental agencies. Here are some things you should know to make your transition to Northeastern Illinois University successful:

1) Apply for financial aid via FAFSA or RISE Act Alternative Application beginning October 1

2) Options for Submitting Verification Documents to the Financial Aid Office

- (Preferred method) Download the fillable Adobe PDF from either NEIUport > My Financial Aid or neiu.edu/financial-aid. Complete and email to financial-aid@neiu.edu.
- Email and attach clear picture/image to financial-aid@neiu.edu.
- Fax documents to (773) 442-5040. These are scanned weekly and routed to document imaging.

3) Schedule a virtual appointment with Financial Aid at neiu.edu/aidappointment.

4) Email the Financial Aid Office at financial-aid@neiu.edu

- Use the email address above and one of the items below as the subject line. Do not forget to include your NEIU ID Number in the email.
- Request virtual advising appointment
- Request status of 2021 financial aid status
- Request The Nest financial approval
- Anticipated scholarship
- Anticipated private loan
- Options available for prior balances

5) Telephone Inquiries to the Financial Aid Office - (773) 442-5016

- Hours of operation: 8:30 a.m. - 4:30 p.m.
- Email and telephone contact information is listed alphabetically by student's last name at neiu.edu/aidcontact.





Registrar's Office

Important Information

The Registrar's Office supports students with registration and their academic record, specifically assisting with the following:

- Creating a Schedule of Classes
- Registering for classes
- Issuing enrollment and degree verification letters and documents
- Issuing official academic transcripts
- Processing Major/Minor Declaration forms
- Processing grades
- Updating a student's legal name or chosen first name
- Updating address and other demographic information
- Processing applications for graduation, and issuing diplomas

The Registrar's Office also assists students in protecting the privacy of their education records by upholding the Family Educational Rights and Privacy Act (FERPA). FERPA allows students to 1) control the release of directory information, as defined by law, and 2) allows for the student to have individuals advocating on a student's behalf by having the student designate individuals who can have access to information about the student. These forms are available at neiu.edu/forms.

Contact Us

- For class registration: registration@neiu.edu or (773) 442-4040
- For undergraduate graduation evaluations: gradeval@neiu.edu or (773) 442-4203
- For undergraduate graduation evaluations: registrar@neiu.edu
- For graduate records: graduate-records@neiu.edu or (773) 442-6017
- For other assistance: registrar@neiu.edu
- Call us at (773) 442-4060 or visit neiu.edu/academics/registrar-services



Student Payment Services

Important Information

Student Payment Services can:

- answer students' questions about tuition and fees charged to their student accounts
- explain the payment deadlines, how payment can occur, the refund process, and how adding/dropping/withdrawing classes can affect account balances
- assist students with establishing payment plans for account balances

Please note:

- Currently, staff are in the office approximately once each week, but at this time cannot meet with students for face-to-face transactions.
- If you currently have an accounts receivable hold on your student record, please email us directly to discuss options for payment or removing this hold.
- If you need help establishing a payment plan, please contact us at our office email. NEIU offers monthly payment plans for students.
- Information about mandatory fees is available at neiu.edu/fees.
- Student refunds are generally processed about the fourth week of each semester. Students are strongly encouraged to set up an electronic refund account in NEIUport in order to receive refunds electronically.

Please understand that we cannot approve transcript requests for students who currently have a past due student account balance.

Contact Us

- By phone at (773) 442-5175
- By email at studentpaymentservices@neiu.edu
- Visit neiu.edu/myaccount





Veterans Services Office

Important Information

NEIU is home to a community of many student veterans. The Veterans Services Office provides information about military-connected education benefits and connects student veterans and their families to community resources. All of the Veterans Services staff are veterans themselves and have experience in the military to college transition.

Education Benefits

- Post 9/11 G.I. Bill
- Veteran Readiness and Employment Services
- Tuition Assistance
- Survivors' & Dependents' Educational Assistance
- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Illinois MIA/POW Scholarship for dependents
- ROTC Tuition Waiver

Student Veterans' Club

The Student Veterans' Club's mission is to provide a culture of veteran networking. Our focus is to assist in finding resources and opportunities that benefit veterans, their families and the NEIU community. Through community outreach and campus involvement, the club will continue to influence and strengthen camaraderie between student veterans and the NEIU community.

Contact Us

Coordinator of Veterans Services

- By phone at (773) 442-4005
- By email at veterans@neiu.edu

Veterans Enrollment Specialist

- By phone at (773) 442-4028
- By email at veterans@neiu.edu
- Visit neiu.edu/veterans