

## Graduate College Frequently Asked Questions

### The Application Process

- Am I eligible for graduate study?
  - Please see <http://nau.edu/GradCol/Admissions/Graduate-Admissions-Policy/>
- How do I apply?
  - NAU uses an [online application](#) for all graduate programs. If you have any questions or require assistance in our application process, please contact the Graduate College at 928-523-4348 or [graduate@nau.edu](mailto:graduate@nau.edu).
  - Please make sure to use Internet Explorer or Mozilla Firefox as your internet browser when applying.
- How much does it cost to apply?
  - Doctoral or Master's degree or Graduate Certificate applicants - \$65.00
  - Personal enrichment (non-degree) or endorsement - \$35.00 (not eligible for financial aid)
- What if I've forgotten my username and password for my application?
  - There are links on the [application page](#) to help you retrieve your username or password.
  - Username and password information will be sent to the email account you used when you created your account
- Do I need to create an account?
  - If you have never applied to an NAU graduate program, you will need to create an account.
  - If you have previously applied to NAU, you may have a username and password for this system. There are links on the [application page](#) to assist you in retrieving this information.
  - If you are a current or former NAU student, your LOUIE logon and password will not work with this site. Please create a new account.
- I can't type anything for the name of my institution on the education page
  - Please use the search button to locate your school name. You will only be able to type in a school name after completing this step.
- Do I have to upload unofficial transcripts?
  - For **all** applications but non-degree status, you will need to upload copies of your unofficial transcripts.
  - Please make sure your transcripts are in PDF or word document format
  - Make sure all transcript files contain all pages and are legible before you upload them. If a transcript is missing pages or is not legible, you will have to submit official transcripts.
  - If you are receiving an error message about your transcripts being password protected, there is additional security in the PDF file that is preventing them from being uploaded. Please print a copy of your transcripts and scan them again to create a PDF that doesn't have this security.

- Do you require official transcripts?
  - Official transcripts will only be required when you are admitted to a program. The Graduate College will contact you by email at the point of admission and request transcripts.
- What transcript copies should I include?
  - We recommend that you include transcripts for any institutions that you have attended.
  - The Graduate College will only review transcripts that include posted degrees.
  - Departments may require additional transcripts to verify completion of pre-requisite courses.
- What if I can't get copies of my official transcripts?
  - If you are unable to obtain copies of your official transcripts, you cannot be considered for admission to a graduate program.
- Do I have to complete the Citizenship Verification section of the application?
  - In accordance with Arizona law, **all** students attending NAU must provide documentation of U.S. citizenship, permanent residency or other lawful immigration status in order to qualify for **in-state tuition or any other type of financial assistance that is subsidized with state monies (includes all graduate assistantship awards)**.
  - The full list of acceptable documentation is available [here](#).
  - Documentation can be uploaded with your application or emailed to [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu).
- Do I have to complete the Residency Verification section of the application?
  - If you are an Arizona resident, please complete the Arizona Residency Verification section of the application. Information entered in that section will be used by the Graduate College to determine residency status.
  - Failure to complete this section will result in classification as a non-resident and higher tuition costs.
  - If you have questions on residency, please contact the Graduate College at 928-523-4348 or [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu).
- Letters of Recommendation
  - If your department requires letters of recommendation, you will be asked to complete the Recommendation Form section of the application.
  - The Recommendation Section will allow you to fill in the names and email addresses for your recommenders. Once your application is complete, an electronic recommendation form will be sent to your recommenders to complete.
  - What does it mean to waive access?
    - If you choose to waive access, your letters of recommendation will be confidential and you will be unable to examine letters of recommendation submitted on your behalf.
  - How do I check the status of my letters of recommendation?
    - Please return to the [application page](#) and select the link that says Review Your Activity.

- Login using your username and password.
  - You will be able to see the status of your letters of recommendation, double check the email addresses they were sent to and send a reminder email to your recommenders from this page.
- Do I have to submit GRE, GMAT or other test scores?
  - Not all programs require test scores. Please contact your program to find out what test scores are required.
- How do I send my GRE scores?
  - Please contact the Educational Testing Service (ETS) to arrange to have your GRE scores sent to NAU. Our institution code for GRE scores is 4006. You will not need to use a department code.
- How long does it take for you to receive my GRE scores after I've taken the GRE?
  - GRE scores are typically received within 2-4 weeks after you take the GRE. Please plan accordingly to make sure your GRE scores are received by the application deadline for your program.
- How do I verify that you've received my GRE scores?
  - Please contact us at 928-523-4348 or [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu).
- What are your tuition costs?
  - Please see the [estimated costs of attendance](#) from our Financial Aid office.
- What is a non-degree seeking student?
  - Students looking to take classes for personal enrichment can apply as a non-degree seeking students.
  - Non-degree seeking students are not eligible for financial aid and can only take a limited number of classes each semester.
  - In order to change from non-degree seeking to degree seeking status, you will need to reapply.

### **International Student Application Process**

- [Admissions](#)
- [Application Process](#)
- [Immigration and Visa Information](#)
- [Financial Information](#)
- [Cost for International Students](#)
- [Financial Aid](#)
- [Health Care Costs and Requirements](#)
- [Living Accommodations](#)
- [Orientation for International Students](#)
- [Center for International Education](#)

## After you've applied

- How do I check the status of my application?
  - For questions related to your application, transcripts, and GRE scores, please contact the Graduate College at 928-523-4348 or [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu).
  - For questions about departmental requirements (i.e. letters of recommendation, statements, resumes, etc.) or timelines for admission, please contact your department.
  - If your letters of recommendation were submitted electronically, you can check their status.
    - Please return to the [application page](#) and select the link that says **Review Your Activity**.
    - Login using your username and password.
    - You will be able to see the status of your letters of recommendation, double check the email addresses they were sent to and send a reminder email to your recommenders from this page.
  - Students will also see an icon at the bottom of their student center about their application status. Please note that this indicator was designed for undergraduate students and does not accurately reflect the admission status of graduate students.
- How do I know if I've been admitted or denied?
  - The Graduate College will send a letter of admission or denial when a decision has been made on your application.
- I've received and email requesting copies of my official transcripts, what address should official transcripts be mailed to?
  - Postal Mailing Address:

NAU Graduate College  
P.O. Box 4125  
Flagstaff, AZ 86011
  - FedEx, UPS, or other courier address

NAU Graduate College  
624 S. Knoles Dr. #A107  
Flagstaff, AZ 86011
  - If your school sends electronic transcripts, please send them to [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu).
- How long does it take to for an admission decision to be made?
  - Every department varies in the amount of time they take to make an admission decision. Please contact your department for additional details.
- I was denied last year; do I have to reapply to be considered for admission again this year?

- Please contact the Graduate College at 928-523-4348 or [graduate.admissions@nau.edu](mailto:graduate.admissions@nau.edu) about having your application reconsidered. In most situations, we can reactivate your application without making you reapply and pay another application fee.

### **After you're admitted**

- What are my options for financing my education?
  - Please see our [Financing My Education](#) page.
  - Options for funding graduate education include Scholarships, Tuition Waivers, Graduate Assistantships, and Financial Aid.
- What kind of financial aid do you offer?
  - Please contact NAU's [Financial Aid](#) office for more information.
- Where can I find open Graduate Assistant positions?
  - Please contact your program department and also view our [current openings](#).
- I need more information on the Electronic Thesis/Dissertation process.
  - Please see the [Thesis and Dissertation Requirements](#) section of our website.
- Where do I find information on the petition for extension of time, leave of absence or other Graduate College forms and policies?
  - You'll find all student forms at the [Graduate College Student Forms](#) page.
  - Graduate College policies can be found at the [Graduate College Policies](#) page.
- Where do I find graduation information?
  - Please see the [Graduation page](#) for information on applying for graduation, application forms and deadlines, and other graduation information.
  - NAU publishes a [commencement page](#) that can help you with additional information on the commencement schedule and ceremonies.
- What about important dates and deadlines?
  - Important dates and deadlines are updated annually and can be found [here](#).
  - Events are posted on the [Graduate College Events Calendar](#).