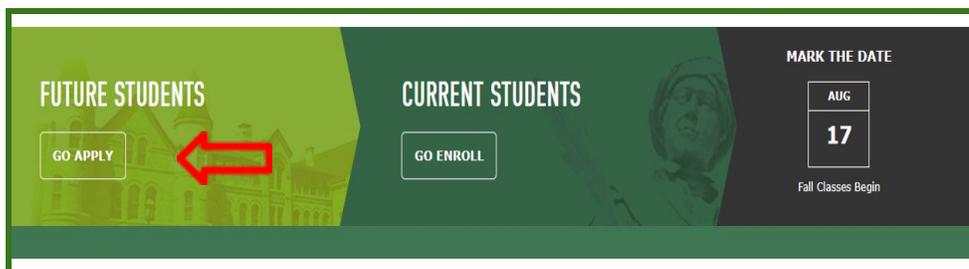
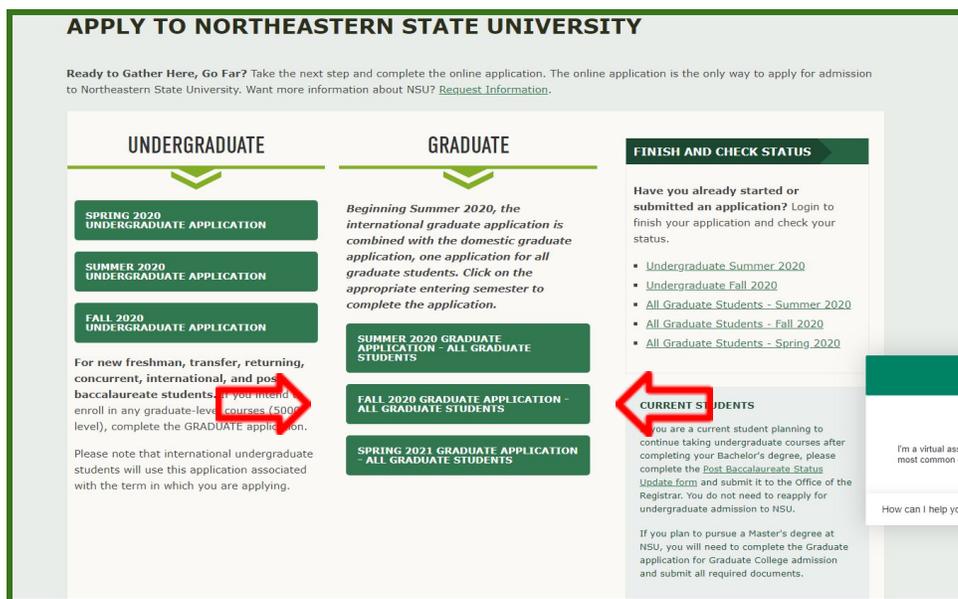


## How to apply as an ADP student

1. Go to [nsuok.edu](https://nsuok.edu). This will direct you to the NSU homepage.
2. Scroll down until you see “Future Students” (located in the middle to the left of the page) and click “Go Apply” under future students.



3. Click on the term you are applying for under the “**Graduate**” section. You should apply for the term in which you will begin your graduate ADP course work. (If; if you will begin your graduate ADP courses in Fall 2020, select the Fall 2020 Graduate Application).



4. You will be directed to the [self service portal](#). Here you will **create an account** (located on the right side of the page).
- After you fill in all boxes, click **Create Account**.

Spring 2021 Graduate Admission Application  
Upon creation of your account and after submission of your application, you should receive a confirmation email. If you do not receive one, please check your Junk/Spam.

**Sign In**

Have you already started your application? Sign in with the username and password you created to continue your application here.

Username:

Password:

[Forgot Username/Password?](#)

**Create Account**

If you have not already started your application for admission, complete the information below to create and verify your account and begin the process.

Username:  6-50 characters

First Name:

Last Name:

Date of Birth:  MM/dd/yyyy

Email:

Password:  Minimum 6 characters

Re-enter Password:  Minimum 6 characters

5. After creating your account, you will receive an email to the provided email address.
- This email will be from the NSU graduate college and will ask you to verify your email. Click **verify your email** to verify.

Account Creation Confirmation Inbox x

**NSU Graduate College** <graduatecollege@radius.nsuok.edu>  
to me

Dear [REDACTED]

Your account has been successfully created. Please click the link below to verify your e-mail. This link will expire in 24 hours.

Please [verify your email](#).

Thank you.

6. After you have verified your email, you will be taken back to the [self service portal](#).
- Here you will sign in on the left of the page.

Spring 2021 Graduate Admission Application  
Upon creation of your account and after submission of your application, you should receive a confirmation email. If you do not receive one, please check your Junk/Spam.

**Sign In**

Have you already started your application? Sign in with the username and password you created to continue your application here.

Username:

Password:

[Forgot Username/Password?](#)

**Create Account**

If you have not already started your application for admission, complete the information below to create and verify your account and begin the process.

Username:

First Name:

Last Name:

Date of Birth:

Email:

Password:

Re-enter Password:

7. After you have logged in, you will then be taken to your account. Enter all required information, click **next**.
- *Make sure you read through ALL instructions and notices before filling everything out.*

**Application for Fall 2020 Graduate Term**

Save Logout Withdraw Application Next

Applicant and Student Type Applicant Demographics Education Plans and History Program Requirements Recommenders Additional Information Requirements

Charges and Additional Items

\* = Required Field

**NOTICE TO ALL APPLICANTS - Please read the following carefully before you begin the application. Failure to apply to the correct term or concentration will delay your application. If you have selected the wrong term, withdraw this application and select the correct term at [apply.nsuok.edu](http://apply.nsuok.edu).**

The following graduate degree and certificate programs are **cohort programs that begin in a specific semester**. If you are applying to one of the following programs, please ensure that you are completing the application for correct term and year that you will begin the program.

**FALL APPLICATION** - Complete the application for the **fall** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Counseling, MS
2. Social Work, MSW Traditional Pathway (**Students who are non-BSW, either conferred or in progress**)
3. Physician's Assistant Studies, MS
4. Principal/Superintendent Certificate

**SPRING APPLICATION** - Complete the application for the **spring** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Occupational Therapy, MS
2. Public Health, MS

**SUMMER APPLICATION** - Complete the application for the **summer** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Social Work, MSW Advanced Standing Pathway (**ONLY students who hold a conferred BSW or have a BSW in progress**)
2. Speech-Language Pathology, MS

**If you initially selected the wrong application term, hit the "withdraw application" button below and select the correct graduate application from [apply.nsuok.edu](http://apply.nsuok.edu).**

**Failure to apply to the correct term will delay your application. You may be required to complete a new application for the correct term and concentration.**

**APPLICANT INFORMATION AND STUDENT TYPE**

Please do not use punctuation. Be sure to use proper capitalization when entering all text fields.

**Applicant Contact Information**

\* First Name/Given Name  Middle Name  \* Last Name/Family Name  Suffix:

Preferred First Name  Previous Last Name

(if applicable)

\* Date of Birth

[mm/dd/yyyy]

Home Phone  Mobile Phone  \* Email

Please enter digits only Please enter digits only

**Permanent Address**

\* Permanent Address

\* City  \* State/Province

If not applicable, select 'ZZ'

\* Country  \* Postal Code

If unknown, enter 00000

\* Is your mailing address different than your permanent address?

Please only enter 'Yes' if your mailing address is a U.S. address

**STUDENT TYPE**

Below, we ask a series of questions about your plans for enrolling at Northeastern. Your responses will be used to help determine which **Student Type** you should select.

**Question # 1**

\* Are you a current NSU undergraduate student seeking to apply for an accelerated degree pathway into a Master's program?

Save Logout Withdraw Application Next

8. Under “**Student Type**” you will answer “**yes**” to the question “*Are you a current NSU undergraduate student seeking to apply for an accelerated degree pathway into a Master’s program?*”
- Two more boxes with information will appear with instructions to select “**Graduate Student/NSU-ADP**” on the last question as indicated.
  - After completed, click “**Next**” on the bottom right of the page.

\* Country: United States | \* Postal Code: 74859  
 \* Is your mailing address different than your permanent address?: No  
 Please only enter 'Yes' if your mailing address is a U.S. address

**STUDENT TYPE**  
 Below, we ask a series of questions about your plans for enrolling at Northeastern. Your responses will be used to help determine which **Student Type** you should select.

**Question # 1**  
 \* Are you a current NSU undergraduate student seeking to apply for an accelerated degree pathway into a Master's program?  
 Yes

**Your Student Type: Graduate Student/NSU-ADP**  
 According to your responses above, it looks like you are applying as a GRADUATE STUDENT/NSU-ADP. This means that you are applying to an accelerated bachelor to master's degree program.  
 If this is correct, please select **Graduate Student/NSU-ADP** from the drop-down below, then click 'Next' to proceed with your application. If this is not correct, review your answers above.

**CHECK YOUR ANSWERS, then enter your student type:**  
**WAIT!**  
 Did you check **ALL** of your answers above? As you make changes to one or more questions, the recommended Student Type will change. Make absolutely sure that each of your responses are accurate before completing the below.  
 \* Select the student type indicated above:  
 Graduate Student/NSU-ADP

Save Logout Withdraw Application Next

9. Continue throughout the application, entering your information when prompted.
- *Make sure to thoroughly read all information provided on the screen to ensure you are applying for the correct term, program, and campus.*
  - *After you have chosen the correct major, the concentrations and campus locations for that major will populate below and you will choose which campus you and your ADP advisor discussed.*
    - *Note: Not all majors are offered on all campuses. Only the campus/campuses where that major is offered will populate.*
  - *You may [view all of the NSU ADP graduate degrees and programs](#) on the NSU website.*

Applicant and Student Type Applicant Demographics Education Plans and History Program Requirements Recommenders Additional Information Requirements

Charges and Additional Items

**EDUCATION PLANS AND HISTORY** \* = Required Field

**Planned Major**  
 \* Please Select Your Planned Major  
 Business Administration  
 \* Are you seeking alternative teacher certification through the OK State Department of Education?  
 No

**Planned Major Concentration**  
 \* Please Select Your Major Concentration  
 Business Analytics

**Campus**  
 \* Please Select Your Primary Campus  
 Online Programs  
 Campus availability depends upon your major selection

10. You will then be taken to the **Admission Requirements** tab.

- Here you will see a screen similar to the one below stating all admission requirements needed for your specific program.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Applicant and Student Type, Applicant Demographics, Education Plans and History, Program Requirements (selected), Recommenders, Additional Information, and Requirements. Below the navigation bar is a sub-tab bar with 'Charges and Additional Items' selected. A red asterisk icon with the text '\* = Required Field' is visible in the top right corner. The main content area is titled 'Physician Assistant Studies Requirements' and contains a section for 'Accelerated Degree Programs Requirements'. Under this section, the heading 'Admission Requirements:' is followed by a bolded instruction: 'For information on specific program prerequisites, refer to the NSU Graduate Catalog or the degree program advisor. All Accelerated Degree Program applicants must meet the following criteria prior to admission into the program.' Below this are five numbered requirements:

1. Completed a minimum of seventy-two (72) undergraduate credit hours with a minimum of twelve (12) hours completed in a major field of study, including credits earned from advanced placement and prior learning assessment.
2. Transfer students must have completed a minimum of twelve (12) semester hours at Northeastern State University.
3. A minimum 3.0 cumulative undergraduate GPA, and a minimum 3.25 major GPA.
4. Upload a plan of study (aka degree plan) signed by the student, graduate program chair, and undergraduate program chair. Upload the signed document in the Self-Service Center after submitting this application and paying the application fee.
5. Unless otherwise specified by the graduate program, successfully complete the required entrance exam within the first twelve (12) graduate credit hours, including hours taken as an undergraduate student.

Below the list, a paragraph states: 'Students will be admitted as a provisional graduate student and will retain their undergraduate status until successful completion of the bachelor's degree. Upon bachelor degree conferral, students will be eligible for full admission to the graduate college.'

At the bottom of the page are navigation buttons: Previous, Save, Logout, Withdraw Application, and Next.

11. When you get to the **recommenders** tab, keep in mind that ADP programs **do not** require recommenders.

The screenshot shows the same web application interface as the previous screenshot, but with the 'Recommenders' tab selected in the navigation bar. The main content area is titled 'Application for Fall 2020 Graduate Term' and contains a 'Please Note:' section with the following text:

If your program requires Recommenders, the ability to add Recommenders will appear when you submit the application. Please proceed through the remainder of the application. You will be redirected when you submit the application.  
 Please pay for your application even if you do not add recommenders at this time. You will be able to log back into your self-service portal to add or upload information as required.  
 If you do not pay for your application, it will not be processed.

The navigation buttons at the bottom are: Previous, Save, Logout, Withdraw Application, and Next.

12. Continue answering the questions on the **Additional Information** tab, click **next** on the bottom right of the page, and you will be taken to the **Requirements** page- continue with the same process, entering the required information.

13. Click **Next** on the bottom right of the page.

14. You will be taken to the **Payment Page**.

- On the payment page, click how you would like to **pay**.
  - *All applicants must submit the mandatory \$25.00 application fee. You may submit payment online, or pay cash/check to the graduate college. If you have a discount code/fee waiver code, this is also the place to enter the code.*

**Application for Spring 2021 Graduate Term**

Previous Save Logout Submit Withdraw Application

Applicant and Student Type Applicant Demographics Education Plans and History Program Requirements Recommenders Additional Information Requirements

Charges and Additional Items \* = Required Field

**Program Charges**

You may make a payment online or in person.

Item	Description	Quantity	Cost	Total
Application Fee	NSU Graduate Application Fee	1	\$25.00	\$25.00
<b>Total Program Charges:</b>				<b>\$25.00</b>

**Discount Code**

Apply Clear

Your Total Balance Due:

**Payment Information**

\* Select a payment method:

Previous Save Logout Submit Withdraw Application

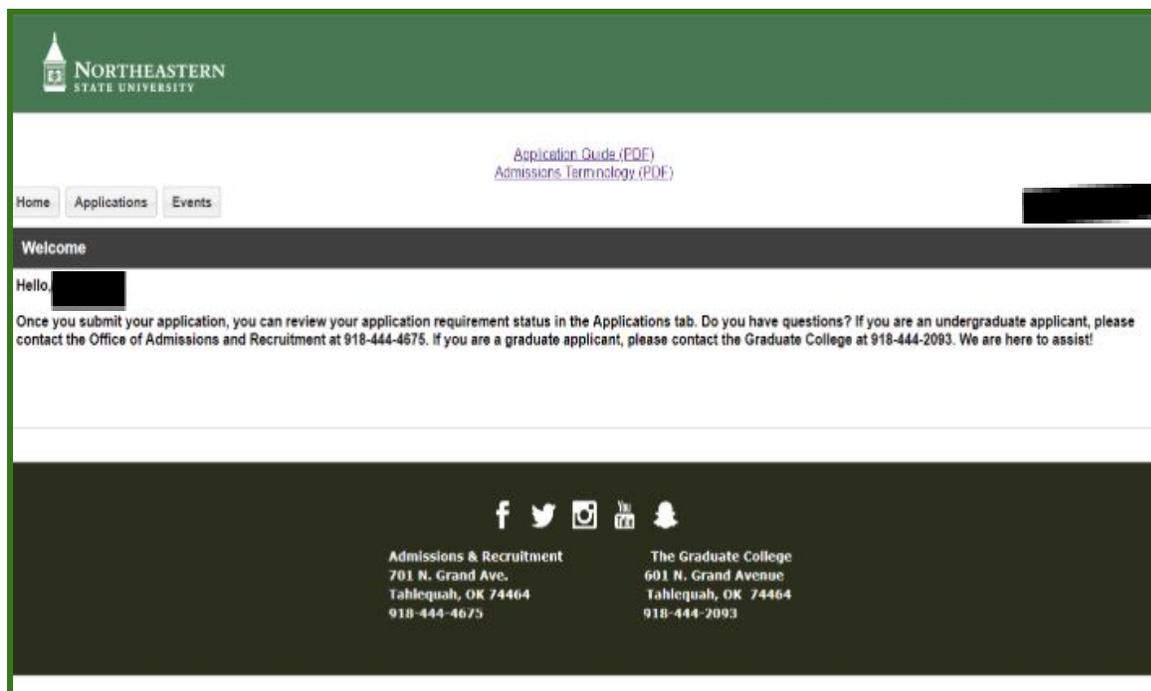
15. Click **submit** at the bottom of the page.

16. Congratulations, you have submitted your ADP application! Please see **page 7** for instructions on how to upload your ADP degree plan. This is where you will also see any further program requirements (*ie; resume/vitae, cover letter, writing sample*).

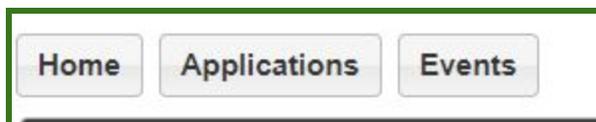
## How to View your Application Requirements:

All students are encouraged to log back into their application after completing it to view further requirements (ie; uploads, transcripts, entrance exams, degree plan). Please see below on how to access your checklist of required items:

1. Log onto your application on the [self service portal](#). If you need a reminder on how to get there, see steps 1-4 on pages 1-2 at the top of this document.
2. In the upper left-hand corner, you will see three (3) buttons: **Home**, **Applications**, and **Events**.



- The **Home Button** sends you back to the **Welcome Page**.
- The **Applications Button** sends you to your **Applications/Scholarships page**.
- The **Events Button** sends you to a calendar with Campus Tour opportunities.
  - Click on the **Applications** button to view the page below.



- If you have not yet submitted your application you will have 2 buttons underneath that application. You will need to click the **Continue Button** to finish filling out your application & **Submit** it (or *withdraw* it if desired).
- If you have submitted or withdrawn your application you will no longer have the **Continue Button**. At this time, if you need to edit your application (e.g. add a different address/email, change majors/programs) you must contact the Graduate College at [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu) or 918-444-2093. If you want to see your requirements, you will need to click on the **Summary Button**.

3. To view our requirements, click the **Summary** button.



4. You should now see a page similar to the following:

Application Guide(PDF) Admissions Terminology(PDF)					
Applications Events					
Graduate - Graduate - Spring 2021 Graduate Term					
Application Submitted					
On: 3/30/20 10:54 AM CDT					
Requirements					
Name	Description	Status	Deadline	Action	
English Writing Sample	recent, research-based, minimum of 5 pages in length	I Not Received		Upload	
English Statement of Purpose	2 pages identifying the student's reasons for pursuing graduate study and interest in teaching	I Not Received		Upload	
Counseling Autobiography		I Not Received		Upload	
Counseling Career Goals		I Not Received		Upload	
Recommendation					
Type	Email	Status	Received	Action	
General		I Pending		Resend Invitation   Cancel	
General		I Pending		Resend Invitation   Cancel	
Fees					
Status	Grand Total	Balance Due	Action		
Open	\$25.00	\$25.00	Make Payment		

5. On this page, you will see all your requirements for admission. All program requirements will have an **Upload** button (located on the right-hand side of the page under the **Action** column).

- Here is where you will upload your degree plan.
- If you have questions or concerns about program requirements (entrance exams, etc.), please [contact your ADP advisor/graduate advisor](#).

Action
<a href="#">Upload</a>

6. Transcripts and entrance exams.

- Entrance exam/test scores and transcripts cannot be uploaded into your [self service portal](#). These must be sent by the issuing college/university or company directly to the graduate college.
- After you have submitted/paid for your application you will receive an email within 24-48 hours concerning how to send these documentations. If you have any questions or concerns, please contact the graduate college via email at [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu).
- As your transcripts and entrance exams are received by the graduate college, your portal will be updated to show they have been received.

**Note: If you earned or will earn your bachelor's degree from NSU, you do not need to send your transcripts to the graduate college.**

**Have questions or concerns about your application?**

Call the Graduate College at 918-444-2093 or email us your question at [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu).

*Make sure to include your full name, N# (Student ID), that you are applying as an ADP student, and a brief description of your question/concern.*