



NORTHERN ILLINOIS UNIVERSITY

School of Public and Global Affairs

Department of Public Administration

Step-by-Step MPA Application Instructions

Before beginning the application process, read the NIU Graduate School's [Applying to NIU](#) and [Tips for Applying](#) pages.

Create a [CollegeNet Account](#) and Log-in to the Account

To create a CollegeNet account you will need to enter your full, legal name (first and last), an email address, and create a password. At any time, you may select *Save and Exit* at the bottom of the application and continue at a later time.

Page 1 of 10 Bio/Demo Information

Enter personal data
Enter contact information
Select *Next Page*

Page 2 of 10 Citizenship and Residency

Enter information data
At *Enrollment Type* select *Graduate Application*
Select *Next Page*

Please note: International students applying to the MPA program must have a US government scholarship or a scholarship from their government of origin, or they must attend a university which has a Double Degree MPA program Memorandum of Understanding with NIU. International students do not participate in the internship program.

Page 3 of 10 Program Selection

In the *Program Name* search box type "Public Administration"
This will pull up a list of five MPA specializations
Select your desired area of specialization
Select the term for which you are applying (do not select a summer term)
Select *Next Page*

Page 4 of 10 Supplemental Information

This *Application for Admission* page is not applicable to the MPA
Select *Next Page*

Page 5 of 10 Academic History

Use the *Search for College/Institution* button

Enter data for all colleges and universities you have attended

Include community colleges

Up-load an unofficial transcript from each community college and university

Select *Next Page*

Please note: If accepted, you will be required to submit official transcripts. **If your unofficial transcripts do not have the schools name printed on them, up-load official transcripts to avoid delaying the processing of your application.**

Page 6 of 10 Letters of Recommendation

Enter data for three individuals to submit letters of recommendation (i.e. references)

If you are a pre-career applicant, enter two academic references and one professional.

If you are a mid-career applicant, enter two professional references and one academic.

If you are an international applicant, enter two professional references and one academic.

Please note: Fulltime tenure or tenure-track faculty are strongly preferred for academic recommendations. Academic recommendations should speak to your ability to achieve academic success in the MPA program. Current or past direct supervisors are strongly preferred for professional recommendations. Family members and relatives cannot not be used as professional references. Professional recommendations should speak to your ability to adapt and perform in a professional employment setting.

NIU will email a log-in link to each of your references which they will use to submit a letter of recommendation. You can send reminders to your references and add different references should any reference be non-responsive.

Select *Next Page*

Page 7 of 10 Test Information

International applicants upload unofficial copies of your TOEFL or IELTS

Domestic applicant, select *Next Page*

Please note: If accepted, you will be required to submit official test results.

The GRE is not required for admission to the NIU MPA program.

Page 8 or 10 Additional Information

Upload a 1000-word maximum *Statement of Purpose*

Pre-career applicants should address the following in their *Statement of Purpose*

1. What has motivated you to pursue a public service career?
2. Why are you choosing the NIU MPA program?
3. What do you hope to gain from the MPA internship experience?
4. Describe your experience working or volunteering in public and/or nonprofit organizations.

Mid-career applicants should address the following in their *Statement of Purpose*

1. Why have you decided to pursue an MPA?
2. Why are you choosing the NIU MPA program?
3. How will completing an MPA enhance your short and long-term career goals?
4. Describe your experience working or volunteering in public and/or nonprofit organizations.

A resume is required of all applicants to determine your eligibility for an internship or an internship waiver.

Upload a current resume

Select *Next Page*

Page 9 of 10 Felony/Convictions

Answer the question

Select *Next Page*

Page 10 of 10 Pledge and Signature

Read pledge and check each box

Add signature and date

Select *Submit*

Final Step

After you have submitted your application and paid the application fee, please complete the following [MPA Application Notification](#) to help expedite the processing of your application.