ADMISSION

Graduate Admission

Application for graduate study may be made to the Office of Admission (https://www.roosevelt.edu/apply/) online. Students are urged to apply six to 12 months before the semester in which they plan to enroll; the Office of Admission processes applications on a continuous basis.

Requirements and deadlines for admission to graduate degree and certificate programs and the distinct requirements for specific programs are available on the Graduate Admission web page (https://www.roosevelt.edu/admission/graduate/).

DEGREE-SEEKING STUDENTS

Doctoral/Masters applicants

In order to be considered for admission into one of Roosevelt’s doctoral or masters programs, an individual must complete an online application and submit the application fee/appropriate documentation, as outlined by each academic program.

Visit our Academic Programs (https://www.roosevelt.edu/academics/programs?plheader_1%24chkMasters=on&plheader_1%24chkCert2=on&plheader_1%24chkCert3=on) and find your chosen program to further explore the admission process.

Learn more about the Chicago College of Performing Arts (https://www.roosevelt.edu/admission/ccpa/) and the College of Pharmacy (https://www.roosevelt.edu/colleges/pharmacy/admission/) admission requirements and processes.

International applicants

Students applying to Roosevelt University are considered international if they are not U.S. Citizens and if they require a visa to remain in the United States.

Required documents: All students who have completed coursework outside the United States are required to submit a Foreign Credential Evaluation (https://www.roosevelt.edu/admission/international/foreign-credentials/). Additionally, all individuals who have completed an education outside the United States are required to meet the University’s English Language Proficiency Requirement (https://www.roosevelt.edu/admission/international/english-language-proficiency/). Any coursework completed within the United States also require official transcripts per the Freshmen or Transfer applicant guidelines.

Application Deadlines

For application deadlines please visit the International Student Admission Requirements (https://www.roosevelt.edu/admission/international/) page.

Roosevelt accepts international students each Fall and Spring semester, except when applying to the College of Pharmacy and Chicago College of Performing Arts.

Financial and Immigration Information

International students who wish to study as an F-1 Student must submit the following additional documents in order to receive a form I-20:

• A photocopy of their passport information page
• Evidence of funds to cover the first year’s tuition, fees, housing and living expenses (books, supplies, insurance, personal items) in the form of bank statements or a letter from the bank
• Affidavit of Support form (if the finances you will be using belong to a parent or other relative)

If the student will have a financial sponsor, the student’s sponsor should complete the Affidavit of Support and submit it with an official bank statement. If you have received a scholarship, you may use this to show part of your funding.

For more information on the admission process for international students please visit the International Admission web page (https://www.roosevelt.edu/admission/international/).

Readmission applicants

Graduate students who have not enrolled for three consecutive semesters (excluding the summer) must submit a Readmission Application (https://www.roosevelt.edu/admission/apply/#ibSupportTitle) to the Office of the Admission. The Office of Admission will manage the readmission process in partnership with the academic program. When program requirements have changed, requirements in effect at the time of readmission apply. If a student was previously placed on academic probation or suspended, additional action will be required.

Students should check with specific programs or their acceptance of hours earned as a student-at-large; approval of applicable hours, which vary by academic program, is required by a graduate advisor after a student’s admission to degree study.

NON-DEGREE SEEKING STUDENTS

Student-at-large: a non-degree-seeking student who is admissible and wishes to pursue a limited course of study rather than a graduate degree. Non-degree status for some colleges or programs requires grade point average compliance and prior permission of the dean of the college and/or the program advisor. Students should check with specific programs or their acceptance of hours earned as a student-at-large; approval of applicable hours, which vary by academic program, is required by a graduate advisor after a student’s admission to degree study.

GENERAL ADMISSIONS INFORMATION

Admission Decisions

Admit: a degree-seeking student whose application is complete and who meets all admission standards of the specific graduate program. All regular graduate students are assigned a program advisor, and all programs of study must be approved by the program advisor.

Admit on probation: a degree-seeking student who does not fully meet the admission requirements of the specific college or program to which he/she has applied. A probationary student may be recommended for regular student status by the graduate advisor upon completion of two graduate courses at Roosevelt University with grades of B or higher and a cumulative grade point average of 3.0 on a 4.0 scale, provided the student has met program requirements for continued enrollment. Some colleges do not accept probationary students. Check individual college admission requirements for details.

A student who is pursuing a graduate degree at another college or university may be admitted to do a limited amount of graduate work at Roosevelt upon the written recommendation of the dean of the home institution.

Application Deadlines

For application deadlines please visit the International Student Admission Requirements (https://www.roosevelt.edu/admission/international/) page.
Transfer credit

In most cases, up to 6 credit hours in 30-credit-hour programs and up to 9 credit hours in longer programs may be accepted for transfer credit with the approval of the program advisor. Detailed information is contained in the university's Transfer Credit Policy (https://www.roosevelt.edu/~media/Files/pdfs/registrar/Transfer-Credit-Policy.pdf). Students should request acceptance of transfer credits during their first advising appointment. Transfer credits may not be accepted after the first semester of study at Roosevelt University.

Coursework at other institutions

Once enrolled as a graduate student at Roosevelt, a student must get permission of the program advisor before taking course work at another university for transfer to Roosevelt.

Change of program

Students are admitted to a specific graduate program and may be required to reapply if they wish to change their program. Change of Program forms (https://www.roosevelt.edu/~media/Files/pdfs/Registrar/GradProgramChange.ashx) are available online and at both campuses in the Admission Office and the Registrar’s Office.

Ethical practices

The Office of Admission at Roosevelt University follows the National Association of College Admission Counseling Statement of Principles of Good Practice and agrees that our employees will:

“Not offer or accept any reward or remuneration from a college, university, agency, or organization for placement or recruitment of students. Members will be compensated in the form of a fixed salary, rather than commissions or bonuses based on the number of students recruited.”

“Accurately represent and promote their schools, institutions or services by providing precise information about their academic majors and degree programs. Such information shall include a factual and accurate description of majors, minors, concentrations and/or interdisciplinary offerings that apply toward the completion of the undergraduate degree.”

Any questions about these policies and procedures should be addressed to Office of Admission (applyru@roosevelt.edu), Roosevelt University.