

- TSI or its equivalent in other states
- Completion of a degree or high school in an English-speaking country
- Completion of the Gulf Language School Intensive English Program at NAU
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received during the five years prior to enrollment.

*Note: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.*

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

### **Graduate**

International graduate students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Letter of Intent** - intellectual autobiography that conveys the continuum of experiences and events in the applicant’s academic life which have led to the desire of an academic graduate education.
- **Curriculum Vitae or Resume** - The quality of a Graduate program is immeasurably enhanced by the real-world experience that students bring to the classroom. For this reason, most of our students have two or more years of full-time professional work experience following the completion of their undergraduate degree. More important, however, is the richness of that experience.
- **Two letters of recommendation** - the recommendations provide us with third-party confirmation and insights into the applicant’s achievements. The applicant should choose recommenders who will support his/her candidacy with concrete examples of performance and impact on the organization.
- **Official Course evaluation** - Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S. equivalency. This evaluation must be original, and forwarded to North American University directly from the credential evaluation agency to [admissions@na.edu](mailto:admissions@na.edu). Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.
- **English Proficiency** - NAU codes for official test *score TOEFL: 7304*.
  - TOEFL: 79 IBT, 550 PBT
  - IELTS: 6.5
  - **Duolingo :100**
  - Pearson Test of English (PTE) Academic: 53
  - Cambridge English Advanced (CAE): Overall score of 58 or Overall Grade C or above
  - Composition and Rhetoric I or II with a grade of "B" or better from a U.S. based college or university

- A bachelor degree or higher from a U.S. institution or from an institution where English is the primary medium of instruction or from an institution in an English-speaking country
- Two (2) years of teaching experience in an English-speaking country for M.Ed. programs; Two (2) years of teaching experience in a school where the primary language of instruction is English for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs.
- Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
- Completion of the Gulf Language School Intensive English Program at NAU

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*2) In addition, each academic program may have additional required criteria.*

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### **Transfer**

*Note: Credits that have been earned ten or more years ago may need to be repeated. Students should obtain advisement from the Chair of the Academic Department regarding expiration of pre-requisites taken more than seven years ago.*

International transfer students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **U.S. Institution Transfer** - applicants transferring from another U.S. institution to North American University need to submit a copy of current I-20 and a signed copy of the NAU Student Advisor Form located at <http://www.na.edu/documents/admissions/International/advisor.pdf>.
  - **Cambridge IGCSE (O-Level) and Cambridge AICE (A-Level)** - For exams taken in the last five years, submit a copy of the certificate(s). The following information shown on the certificate will be used to access exam data directly from Cambridge: centre number, candidate number, date of birth, and assessment series. Exams exceeding the five-year guideline must request a verification of results directly from Cambridge indicating North American University as the recipient. Forwarded submissions from students will not be accepted.
- **Official Transcripts and Course Evaluations**- submit official transcripts from all post-secondary (university and college-level) courses taken. Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S equivalency. This evaluation must be original, and forwarded to North American University directly from the credential evaluation agency to [records@na.edu](mailto:records@na.edu). Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.
- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.

- **Test Scores** - official SAT/ACT (optional). NAU codes for official test scores: SAT: 6558, ACT: 4313.
- **Other Supporting Documents** - reference letters, proof of achievement letters, certificates, etc.
- **Financial Status** - bank letter and International Financial Support Form (Scholarship Letter). Before a U.S. consul will grant a visa, the applicant must prove that he/she will have sufficient money to meet all the expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that he/she will receive them while attending their studies in the US.
- **English Proficiency** - provide one of the following test scores:
  - TOEFL: 79 IBT, 550 PBT. NAU codes for official test scores TOEFL: 7304.
  - IELTS: 6.5  
**Duolingo :100**
  - Pearson Test of English (PTE) Academic: 53
    - Cambridge IGCSE (O-Level) English: C or above
  - Cambridge English Advanced (CAE): Overall score of 58 or Overall Grade C or above
  - SAT Scores prior to March 2016: Reading Section: 500 and Writing Section: 500; SAT Scores March 2016 to present: Reading Test: 27 and Writing and Language Test: 29 or Evidence-Based Reading and Writing: 480
  - ACT English: 23
  - Composition and Rhetoric I with a grade of "C" or better from a U.S. based college or university.
  - TSI or its equivalent in other states
  - Completion of a degree or high school in an English-speaking country
  - Completion of the Gulf Language School Intensive English Program at NAU

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### **Special Consideration**

#### **Resident or Eligible Non-resident Undergraduate Applicants**

Students who have a high school diploma or its recognized equivalent, but do not otherwise meet the admission requirements, may be admitted by special consideration by meeting the minimum Accuplacer scores or receiving approval from the Vice President of Administrative Affairs. **To be admitted for special consideration, the Admissions Committee must determine that a student could be successful by taking advantage of the academic support services that are available. The student must meet the minimum scores below:**

<b>Special Consideration</b>		
<b>Source</b>	<b>Subject</b>	<b>Scores</b>
<b>Accuplacer</b> (all 3 scores represent the minimum score)	Reading	60
	Writing	5
	Math	40

<b>Accuplacer Next Generation</b> (all 3 scores represent the minimum score)	Reading	240
	Writing	5
	Math	238

### **International Undergraduate and Graduate Applicants**

Students who meet the admission requirements, may be admitted by special consideration as “partially English proficient.” Students are required to successfully complete North American University’s remedial reading and writing courses (ENGL R300 and ENGL R301) in their first year or successfully complete Gulf Language School’s Intensive English Program’s Developmental Reading and Writing.

#### **Undergraduate Students**

- TOEFL: 61 IBT, 500 PBT
- IELTS: 5.5
- Duolingo :85
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47
- SAT Scores prior to March 2016: Reading Section: 400; SAT Scores March 2016 to present: Reading Test: 22
- ACT English: 17

#### **Graduate Students**

- TOEFL: 61 IBT, 500 PBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47

The Vice President of Academic Affairs, with a recommendation from the Department Chair, may make exceptions to the requirements above for graduate students. Graduate students whose English proficiency is judged inadequate by the department may be denied permission to continue work on graduate degrees.

### **3.4. Distance Education**

North American University's distance education program provides the student with the same level of educational excellence and strives to maintain the same level of quality of instruction and student service that is available to on-campus students. NAU Distance Education programs are committed to utilize effective technologies to provide accessible, effective, and secure educational opportunities through alternative synchronous and asynchronous delivery methods and services to students who have time, geographic location, or any other constraints to attend on-campus courses and programs. Courses in the distance education program are the same courses taught on campus. In addition to the regular requirements for undergraduate, graduate and international student admissions, applicants for distance education have unique requirements which must be met.

All prospective master level students must take and pass a Distance Education Proficiency Test to measure basic computer skills prior to acceptance and for enrollment in online courses. All enrolled undergraduate level students must take and pass a Distance Education Proficiency Test prior to registration into an online course. The test assesses whether the student has the necessary computer skills, such as using an internet browser, search engines, e-mail software, creating and managing files/folders, Word processing, and basic hardware and software knowledge to succeed in NAU’s online environment.

Prior to enrollment, all students are required to read, thoroughly understand and sign the Enrollment Agreement which includes a section on online course requirements. This document informs the students regarding our minimum hardware and software requirements, necessary computer skills for online learning environment, such as being proficient with an internet browser and search engines, being able to install software, being able to send and receive e-mail, being able to create, save, and manage files, being proficient with Word processing, and being able to join a webinar meeting.

Moodle course management system is utilized as the primary course delivery tool. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning. A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use. Course materials including text presentation, multimedia presentations, homework assignments, projects, quizzes, questionnaires, surveys, assessments, web link, file, video, audio or other type of resources are delivered via this system. Moodle will also be used for communication purposes such as online forums facilitating class discussions, instant messaging, and private messaging with instructors and students. Asynchronous electronic communication such as e-mail and forums are used for correspondence between students and instructors. Additionally, webinar tools are utilized for holding synchronous online lectures and demonstrations throughout the semester.

### 3.5. College Readiness

A student’s college readiness is defined as a student who is ready for college and career can qualify for and succeed in entry-level, credit bearing college courses leading to a baccalaureate or certificate, or career pathway-oriented training programs without the need for remedial or developmental coursework.

The university has established criteria for determining student readiness for study in Mathematics and English. Depending on SAT, ACT, and Accuplacer scores, students may be placed in readiness courses designed to prepare them for college-level courses.

The minimum College Readiness Scores:

Tests and minimum scores to meet the college readiness standard, as determined by North American University:

<b>Undergraduate Testing Exemption Minimum Scores</b>		
<b>Source</b>	<b>Subject</b>	<b>Scores</b>
<b>SAT</b> (prior to March 2016)	Combined Critical Reading and Math	1070
	Reading	500
	Math	500
<b>SAT</b> (March 2016 to present)	Reading/Writing	480 on the Evidence-Based Reading and Writing (EBRW)
	Math	530
<b>ACT</b> (all 3 must meet minimum)	Composite	23
	English	19
	Math	19