



UNIVERSITY OF NEBRASKA AT OMAHA GRADUATE STUDIES



GRADUATE ADMISSIONS PROCESS FOR DOMESTIC APPLICANTS

APPLYING AS A DOMESTIC STUDENT

To expedite the processing of your application, you may upload unofficial transcripts and test scores with your application. This may decrease the amount of time required to process your application, and may result in your application being considered for admission more quickly.

- We require transcripts from every institution where college credit was earned.
- Applicants who have completed any undergraduate or graduate coursework at an international higher education institution outside of the United States may be required to submit a course-by-course transcript evaluation from [World Education Services \(WES\)](#), [Educational Credential Evaluators \(ECE\)](#), or [Educational Perspectives](#). For further instructions on this requirement, please view the [Graduate Catalog](#) page for your program of interest; unless otherwise noted on the Admissions tab of the program page, the course-by-course transcript evaluation is required. Study Abroad credits are excluded from this requirement.
- Before uploading your documents make sure that everything is clear and easy to read, as only legible copies are accepted. If you have already submitted your application and wish to upload any missing application documents, please submit via email to gradschool@unomaha.edu.

If it is determined that an applicant has submitted false records or omitted information about previous school attendance, their application will be denied or admission will be rescinded.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

UNIVERSITY OF
Nebraska
Omaha

If you are offered admission: All official academic records, including transcripts/course-by-course transcript evaluations and applicable exam scores are required before you can register for classes.

Official transcripts, received directly from the issuing institution, are accepted by mail, or electronically through Parchment or National Student Clearinghouse.

Official scores (GRE, GMAT, TOEFL, etc.) are to be submitted electronically, if available. If scores are unable to be sent electronically, please request that the scores be mailed to the address below. Please note that, in order to be considered official, we must receive scores directly from the testing organization.

If an official course-by-course transcript evaluation for credits completed at an international higher education institution is required for your program, the evaluation must be sent to the Office of Graduate Studies directly from WES, ECE, or Educational Perspectives. Evaluations will be accepted from WES, ECE, or Educational Perspectives by mail, OR, if utilizing WES for your evaluation service we are able to accept the completed evaluation electronically through AccessWES, or through Parchment if you are using Educational Perspectives. If your program accepts official transcripts and degree certificates (with an English translation) in lieu of a third-party evaluation, in order to be considered official, we must receive the transcripts in a sealed envelope that is signed/stamped by the issuing institution.

Please see our contact information below:

UNO Office of Graduate Studies
6001 Dodge Street
Eppley Administration Building, Room 203
Omaha, NE 68182-0209
gradschool@unomaha.edu

ETS School Code: 6420

GMAT School Code: VWNW357

Details for uploading unofficial evaluations/transcripts and examination results:

- If you have attended University of Nebraska, the Office of Graduate Studies will obtain your transcripts from UNK, UNL, UNO, and UNMC.
- All course-by-course evaluations/transcripts and degree certificates are required for admission consideration, including community colleges and dual credit. Please note that transfer credit posted on a transcript from another institution is not accepted in lieu of transcripts from the institution(s) attended.
- The course-by-course evaluations/transcripts must be complete (not select courses).
- Each document must include the student name, name of institution, grades, and degrees earned. If the grading scale of the institution is available, be sure to include that information.
- You may upload unofficial course-by-course evaluations/transcripts before mid-year grades are posted in order to have your application considered for admission.
- Scan multiple page transcripts into one file before uploading.
- If your Social Security number appears on your documents, mark out all except the last four digits of the number before uploading to your application.

If you are experiencing difficulties with the application portal including: account/login information, uploading documents, managing recommendations, payment options, or other issues, please refer to the [ApplyWeb Help Center](#).

