



# How to Apply for a Concordia Graduate Program

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If you think Concordia Nebraska has the best program to support your graduate studies goals, then you're ready to move forward with your official application! Want to know more about the process before you get started? Read on for an overview of the items you'll need to complete your application.

## Create Your Concordia Account

If you don't have a Concordia account already, start by creating a new account [here](#). Complete the form with your contact information, indicate your interest in graduate studies by choosing "master's programs" from the Academic Level dropdown menu, and then create a password for your account. Finish by clicking Begin Your Application.

## Start Your Application

When you're ready to start, sign into your Concordia account and click Apply Online to see a list of all available admissions applications. Choose the application that corresponds with your graduate goals: Graduate, Sower Fellowship, Endorsements & Certificates, Grad Early Childhood Admin or Coursework Only.

At the top of the application, two tabs indicate the two sections you'll need to complete. The Review section includes your contact info, education details, academic plans and other relevant questions. The Supplemental Items & Documents section is where you'll upload the additional resources needed to evaluate your overall application. You can learn more about these supplemental items below.

*Tip: If you get started on your application but find you need to finish it later, click the Save & Continue Later option at the bottom of the Review section.*

Your application's supplemental items consist of your previous college transcript(s), a letter of intent and your resume. If these "extras" seem daunting, the details below will help clarify the requirements and simplify your application submission!

## College Transcript(s)

Your academic transcript is a record of the time you spent at a higher learning institution and outlines details about when you attended, the classes you took, your grades and GPA, transfer credits, and other pertinent information about either honors or violations.

If you've attended more than one college or university, you'll have a transcript for each of those schools. At minimum, Concordia requires a transcript from your most recent academic institution and a transcript verifying your completion of a bachelor's degree. A single transcript may fit both criteria, or you may need to upload two separate transcripts.

All accredited institutions require an official academic transcript as part of the admissions process. Even if you can view your unofficial transcript on your current or past institution's website, you'll still need to request that the school send an official transcript, signed by the registrar, to Concordia on your behalf. Oftentimes, you can pay a small fee to complete a transfer request form on your school's website or student portal, but you may need to contact your school's admissions or registrar's office to initiate a transfer request.

*Tip: If you're a Concordia Nebraska alum, you can ask your recruiter to access your transcript and add it to your application for you!*

## Letter of Intent

Starting your graduate journey can have significant meaning for your future career, but the experience is also a personal one defined by [purpose and ambition](#). The letter of intent you submit with your application gives you an opportunity to contemplate your goals and clearly define their significance and impact. At the same time, your writing also demonstrates your commitment and tells Concordia that you'll be a good fit for your grad program of choice.

If it's been a while since you've written even the shortest essay, don't be discouraged! While your letter of intent is important, it's simply a reflection of your interests and goals and how they relate to your past experiences, so don't be afraid to tell your story in your own words. Here's what to do:

Using the following bullet points as a guide, write your letter of intent in 3-4 paragraphs.

- Explain your interest in your chosen graduate program.
- Describe how your personal and/or professional background relates to your interest and goals.
- Discuss what you hope to achieve by completing the program.

*Tip: You can format your letter using [this fillable PDF](#), and when you're done, save your document and upload it to your application.*

## Resume

In most cases, you'll already have a professional resume prepared from past employment opportunities, so this step of your application is half finished—the hardest part may just be locating the document on your hard drive or cloud storage!

Take a few moments to review your existing resume and make any necessary changes or updates to your work experience, accomplishments, education or other pertinent information. Once your resume is up to date, use the dedicated link in your application to upload your document and complete your application.

*Tip: Preserve your resume's layout and formatting by saving it as a PDF. That way, when your application's reviewer opens your resume, it will appear to them exactly the way you intended it to look.*

## Continue Your Graduate Journey

Submitting your graduate application is a big deal. Good work! News about your application will usually arrive in 24-48 hours. Until then, look forward to all the ways your graduate education will enable you to enhance your skills and expand your impact by reflecting Christ's light in the work you do every day.

*Start the application process by clicking [here](#) to find Concordia's main application page.*