



## Next Steps for Continuing at NEC

### These steps must be completed in order.

- Step 1. **You have received the “Welcome to NEC” email. This email is considered your Acceptance Letter.**
  
- Step 2. **Confirm Enrollment**
  - Submit the enrollment confirmation form that was provided to you by the admission department. Email [graduateadmission@nec.edu](mailto:graduateadmission@nec.edu) if you have questions.
  
- Step 3. **Receive Course Registration**
  - Academic Advising will register you for your courses. Students cannot register themselves for their first term.
  - Academic Advising will send your registration to your nec.edu email account.
  - If you are an F1 student, Academic Advising will send you a **Change of Education Level (COEL) form** for the second master’s program which you will need to complete and provide to an NEC DSO. (See Step 4 below)
  - Please contact [studentservices\\_gps@nec.edu](mailto:studentservices_gps@nec.edu) with questions.
  
- Step 4. **Once you are registered for classes, if you are an F1 student, complete a *Change of Education of Level (COEL) form*** (also used for change to a new graduate program at the same academic level):
  - You will receive the *COEL form* in the email with your course registration mentioned in Step 3.
  - Complete the *COEL form* and send it to [international@nec.edu](mailto:international@nec.edu) by the Thursday before the start of the term. At this time, you will be assigned a new program DSO. **This is a hard deadline. No late COEL requests will be processed due to F1 regulations.**
  - Your NEC DSO will send you a new program I-20 with further instructions.
  - With the new program I-20, your DSO will send you a **new EAF form** which you must complete to get approval and authorization for CPT. (See Step 5 below)
  
- Step 5. **Complete and submit the Employment Authorization Form (EAF) TWO PARTS**
  - PART ONE**
    - When you receive the EAF form, complete it.
    - Fill it out *completely*, including your signature and your work supervisor’s signature.
    - **Send the completed EAF and a copy of your Job Offer Letter** to [eaf@nec.edu](mailto:eaf@nec.edu)
    - When the EAF is approved, the EAF will be emailed back to you with an approval signature.
    - **If at any time during the admission process you change programs, please be sure to send an updated EAF that reflects the correct program you will be enrolling in.**
  - PART TWO**
    - **You will then submit the approved EAF to your DSO/international advising** for Curricular Practical Training (CPT) authorization. (See Step 6 below)
    - If you have questions about the EAF, contact [eaf@nec.edu](mailto:eaf@nec.edu).

- If you have questions about CPT, contact your DSO or contact [international@nec.edu](mailto:international@nec.edu).
- Your DSO will review your EAF and will approve eligible CPT on an updated I-20 which your DSO will send to you electronically.
- **Do not begin work until the CPT authorization date on the updated I-20 you will receive;** CPT authorization dates appear on page two of the I-20; check for accuracy: SEVP holds the student accountable for the correct dates; alert your DSO if there are any errors.
- **Deadline: two weeks before the term begins.** Turnaround for CPT authorization is 48 hours for those CPT requests submitted on the Thursday before a start.

☐ Step 6. **Pay Your Tuition**

- Pay through [MyNEC](#) once you have been registered for classes.
- Payment is due by 4pm EST the Friday before the program start date. **This is a strict deadline; we are unable to make exceptions.**
- **Failure to pay by the due date will result in you being dropped from courses,** and as a result of failure to maintain status will require the **Termination of your SEVIS record.**
- [Monthly payment plan](#) is available. You must set up your payment plan by the deadline. There is a \$65 Service Fee with this plan.
- Email [SFS@nec.edu](mailto:SFS@nec.edu) with tuition, bill and payment questions.

☐ Step 7. **Ensure the Information is accurate on your new and/or updated I-20**

- It can take up to 10 business days for your CPT-authorized I-20 to be sent to you; please be patient.
- Once you have received your I-20 via email from your new program DSO with CPT endorsed, verify it for accuracy.
- **Do not work until you have CPT authorization;** verify the dates on page 2 of the I-20.

☐ Step 8. **Log in to Blackboard the Saturday or Sunday before the program start date.**

- Monitor your nec.edu email account for the Welcome Email from your Academic Advisor.
- [Access to Blackboard](#)
- Sign into each course, review syllabi, and participate!

**Still have questions? Please check the resources on the [International Advising Website](#)**

*Enjoy the program!*