

## Staff Admissions

Staff and employees of local commands can enroll in classes prior to the formal admission process is completed. Until the formal process is complete, the student will be in the basic 999 curriculum. There is no access to the student's record by the departments until the formal acceptance letter is signed by the Director of Admissions.

The following is required for the formal admission to a specific curriculum:

1. Cover letter
2. Signed supervisor approval to participate in the classes
3. AA approved matrix for specific curriculum
4. Online application for admission
5. Official sealed transcript(s) ordered and provided to Admissions

Steps 1-3 should be completed and submitted to the Admissions office *prior to or concurrent with* completing the online application. There is no longer a requirement for approval from the Academic Council.

Once the application packet is complete, Admissions will send the packet to the department for final approval; if the approval is granted, the Director of Admissions will provide the applicant with a letter of acceptance. Once the letter of acceptance is signed, the student will be enrolled into the approved program. The enrollment will transfer the student from the 999 curriculum to the approved degree curriculum.

# SAMPLE COVER LETTER

Date

Admissions Office  
Naval Postgraduate School  
1 University Circle, Room He-019  
Monterey, CA 93943-5100

Subject: Staff Request for Admission to an NPS Degree Program

I formally request to be evaluated for admission to a degree program at the Naval Postgraduate School. I have submitted my online application and have requested official transcripts be provided to the NPS Admissions Office.

I am a **[enter branch of service and rank (DOD Civ, GS-?)]** employed at the **[enter department name and location (NPS, DLI), Monterey, CA]**. I wish to pursue a Master's degree program in **[curriculum number and name]**. I have contacted the Academic Associate and Program Officer to formalize my course matrix. I have included my supervisor's approval to participate in the degree program.

Applicant Signature

Applicant Printed Name

# **SAMPLE SUPERVISOR LETTER**

Date

Admissions Office  
Naval Postgraduate School  
1 University Circle, Room He-019  
Monterey, CA 93943-5100

Subject: Supervisor Approval to Attend Classes at NPS

I am the direct supervisor for [Applicant Name]. I approve his/her participation in classes that will lead to a degree in [Curriculum Name].

Supervisor Signature  
Supervisor Printed Name

# SAMPLE REQUEST FOR COURSE MATRIX APPROVAL

**From:** [Applicant Name]

**To:** [Academic Associate Name]

**Via:** [Program Officer Name]

**Subject:** Request for Staff Curriculum Matrix Approval

I am requesting approval of my course matrix for enrollment into the **[curriculum number and name]**. I am a **[Branch of service and rank (ex. DOD Civ, GS-12)]**, employed at the **[Department name and location (ex. NPS, Monterey, CA)]**.

I will complete a thesis/project if required by the curriculum.

You will see my application as soon as I have completed all the paperwork for admission. At that time, you will be able to reassess my progress towards the degree using the preapproved matrix.

Applicant Signature

# SAMPLE APPROVED DEGREE MATRIX

Academic Associate Approval Signature \_\_\_\_\_

Program Officer Approval Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

<b>Quarter 1</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 2</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 3</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 4</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 5</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 6</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 7</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 8</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)
<b>Quarter 9</b>	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)	(Course #) (Title)