

# Nexford University Application Guide



## Choose your learning path!



### University degree

#### AT A GLANCE

Skills-focused degrees. Earn an AAS, BBA (9 specializations) or MBA (5 specializations). 100% online, affordable, and with 24/7 support.

- 12-40 months/degree
- 12-40 courses/degree
- 100% online

SELECT



### Certificate

#### AT A GLANCE

Build skills for the future! Nexford University's certificates are affordable, highly interactive, and completely online.

- 3-6 months/certificate
- 2-5 courses/certificate
- 100% online

SELECT



### Single course

#### AT A GLANCE

Nexford University's single courses are skills-focused, affordable, include 24/7 support and are 100% online.

- 6-8 weeks/course
- Single course
- 100% online

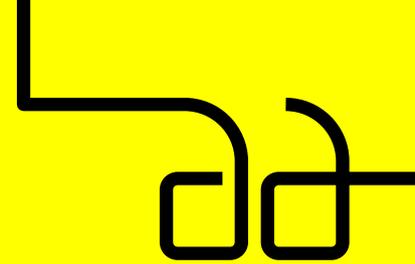
SELECT



### Questions?

Email us at [help@nexford.org](mailto:help@nexford.org)





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## Here's a step-by-step guide to completing your Nexford application

This guide contains all the sections of the application, in the order they appear online.

### **SECTION 1: COMPLETING THE APPLICATION**

#### **1.A Applying for a Nexford degree program**

- 1.A.1 Select your program
- 1.A.2 Register and start your application
- 1.A.3 Enter your education history
- 1.A.4 Pick your learning path
- 1.A.5 Tell us a bit more about you
- 1.A.6 Proof of identity
- 1.A.7 Paying your application fee
- 1.A.8 Application review

#### **1.B Applying for Nexford graduate/undergraduate courses**

- 1.B.1 Choose your learning path
- 1.B.2 Register and start your application
- 1.B.3 Tell us a bit more about you
- 1.B.4 Paying your course fee

Typically, it should take you no longer than 15 minutes to complete your application to Nexford – it's that simple!

You don't need to complete your application in one go – you can save your progress and log back in at any time.

To get started, go to

[ApplyNXU](#)

### **SECTION 2: COMPLETING ENROLLMENT**

- 2.1 Complete your enrollment
- 2.2 Payment details
- 2.3 Enrollment agreement
- 2.4 Paying your tuition fee
- 2.5 Enrollment completed

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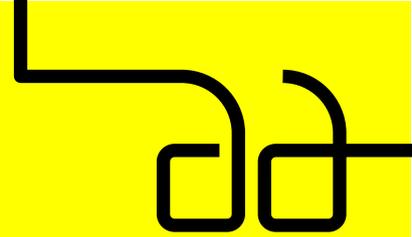
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## **SECTION 1:** **Completing the Application**





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## 1.A Applying for a Nexford degree program

### 1.A.1 Select your program

When applying to Nexford you'll be given the option to select your program or continue an application, if you've already started one.

Use the "Select Program" to start a new application and choose the program you want to apply for.

You'll see three learning paths:

- **Degrees**
- **Courses**

After you've selected your learning path, choose the degree program that suits your needs.

#### TIP

Need help deciding which degree program is right for you? Our **Nexford Application Specialists** are here to help! You can email them at [help@nexford.org](mailto:help@nexford.org) or chat with them on WhatsApp for more information.

Welcome to Nexford ApplyNXU

Returning applicant? Pick up where you left off

Get started by telling us your email address

Email

SUBMIT

New to Nexford?

Head over to our catalog to select a program.

SELECT PROGRAM

Choose Program CLOSE

Find and select the program you want to start

Degrees Courses

Select Degree

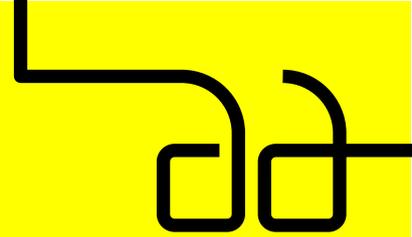
Choose Program

Find and select the program you want to start

Degrees Courses

Select Degree

- MBA
- AAS
- BBA
- MS in Digital Transformation
- MS in Data Analytics



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## 1.A.2 Register and start your application

To apply to Nexford University, you must register with a valid email address. We will use it to contact you about your application and enrollment.

If you don't already have an email address you will need to set one up.

Once submitted, you will receive a verification code. Please then enter this when prompted.

Why do we need your email address? We need your email address so that, we can send emails alerting you to changes to the status of your application, including our decision. It also allows you to save and complete your application at any time.

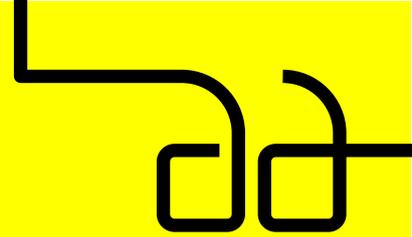
Keep your email address up-to-date If you want to update the email address you used in your application, please contact

[help@nexford.org](mailto:help@nexford.org).

### **TIP**

#### **Save and Resume your application**

You can leave the Nexford site and continue your application at a later stage without having to create an account. To return to your application visit, **ApplyNXU** enter the email address you used in your application and we'll send you a code that will allow you to resume your application.



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## 1.A.3 Enter your education history

For all programs, we will ask you the following about your education history:

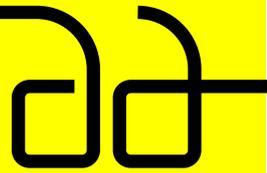
- **Highest education level\*** Please select the highest education level you achieved.
- **School you graduated from\*** Please enter the name of the school you graduated from most recently.
- **Diploma or transcript** upload Please upload a copy of your diploma or transcript

We may also ask you for the following information depending on your education history and choice of program:

**Was your degree business related?\*** Please select whether or not your degree was in a business related field

**Degree name\*** Please enter the name of the degree or certificate if you have one.

**Graduation year\*** Please enter the year you graduated.



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## 1.A.4 Pick your learning path

Degree: MBA

1 2 3 4 5

Choose your learning path

**Submit a full application**

Apply directly to the **MBA** program with a \$25 application fee. Our admissions team will review your application, offering direct admission to the MBA or recommending the Foundations Certificate based on your qualifications.

**Try the first MBA course**

Not sure about committing to the full MBA? Register for the **Global Business Course** and see what online learning and the Nexford University experience is like. When you're ready to commit to an MBA, you'll already have completed the first course!

CONTINUE APPLICATION

START WITH A COURSE

Degree: MBA

1 2 3 4 5

Choose your learning path

**Start your foundation course**

**Recommended**

As your undergraduate degree is not in a business field, you'll need to take the one-course Business Fundamentals certificate before getting started in your MBA. You'll progress directly into the MBA when you:

- Complete this certificate
- Provide a copy of your ID and proof of your degree

**ENROLL IN FNDS690**

**Submit a full application**

Apply directly to the **MBA** program with a \$25 application fee. Our admissions team will review your application, offering direct admission to the MBA or recommending the Foundations Certificate based on your qualifications.

**Try the first MBA course**

Not sure about committing to the full MBA? Register for the **Global Business Course** and see what online learning and the Nexford University experience is like. When you're ready to commit to an MBA, you'll already have completed the first course!

CONTINUE APPLICATION

START WITH A COURSE

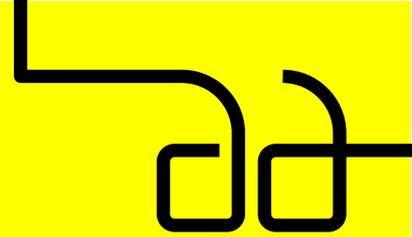
If you have selected one of Nexford's degree programs in the previous step and depending on your previous education history, will now have the following options to start your learning.

1. Submit a full application for your chosen degree program

**OR**

2. Enrol in a Foundation Course as a prerequisite to your chosen degree program

a. If you're applying for the Nexford MBA program, try the first course before committing to the full program



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## 1.A.5 Tell us a bit more about you

Degree: MBA

1 2

First Name

Last Name

Year of Birth

Town or city you live in

Phone Number

Nationality

Gender

How did you hear about us

I have read and understand the [terms & conditions](#) and [privacy policy](#)

REGISTER

### Your first name

Please enter your first name and middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving license.

### Your last name

Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving license.

### Year of birth

Please select your year of birth from the drop-down list.

### Town

Please select your town or city you currently live in.

### Your phone number

Please select your country code from the drop-down list and enter your full mobile number.

### Nationality

Please select your nationality from the drop-down list.

### Gender

Please select your gender from the drop-down list.

### Are you a native English speaker

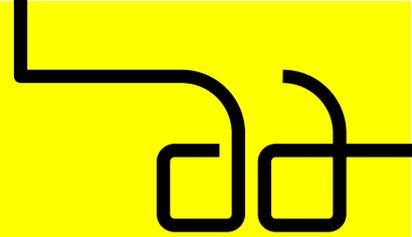
Select Yes/No to designate native English-speaker status

### How did you hear about us

Please select your answer from the drop-down list.

### Terms and Conditions

You will need to read & understand prior to ticking the box (this is a requirement prior to moving to the next page)



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## 1.A.6 Proof of identity

If you are applying for a Nexford degree program you will also have to provide proof of identity

### Enter your full legal name

Please enter your full legal name exactly as they are stated on official documents, such as your passport, birth certificate or driving license.

### Government-issued ID

Please upload a clear, close-up photo of your government-issued ID (see requirements below).

### Photo of yourself

Please upload a clear passport-style photo of yourself. This should include your head and shoulders, with your face clearly visible. If you are accepted into Nexford University, this photo will be used in your student ID.

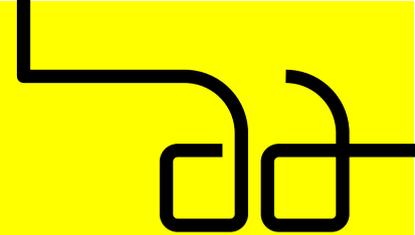
### Your photo ID should:

- Show your most recent full legal name
- Be government-issued
- Be written in English
- Be currently valid
- Including your date of birth

Correct (Green Checkmark)	Incorrect (Red X)	Incorrect (Red X)
<p>Enter your full legal name*</p> <p>Jane Doe</p>	<p>Enter your full legal name*</p> <p>Jane Johnson</p>	<p>Enter your full legal name*</p> <p>Jane Doe</p>
<p>Upload your government-issued ID*</p> <p>Government Driver's License</p> <p>First Name: Jane Last Name: Doe Valid until: 01/2030</p>	<p>Upload your government-issued ID*</p> <p>Government Driver's License</p> <p>First Name: Jane Last Name: Doe Valid until: 01/2030</p>	<p>Upload your government-issued ID*</p> <p>身份证</p> <p>First Name: Jane Last Name: Doe Valid until: 01/2030</p>
<p>Upload a portrait of yourself*</p> <p>✓ Show your most recent full legal name</p> <p>✓ Be government issued</p> <p>✓ Be written in English</p> <p>✓ Be currently valid</p> <p>✓ Photo is clear and matches ID</p>	<p>Upload a portrait of yourself*</p> <p>✗ Show your most recent full legal name</p> <p>✓ Be government issued</p> <p>✗ Be written in English</p> <p>✗ Be currently valid</p> <p>✓ Photo is clear and matches ID</p>	<p>Upload a portrait of yourself*</p> <p>✓ Show your most recent full legal name</p> <p>✗ Be government issued</p> <p>✗ Be written in English</p> <p>✓ Be currently valid</p> <p>✗ Photo is clear and matches ID</p>

### TIP

Make sure the information on your application and photo ID matches, and that your photo is clear, otherwise your application could be delayed.



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## 1.A.7 Paying your application fee

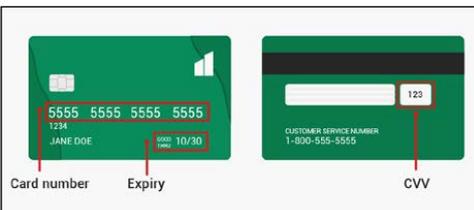
If you apply for a Nexford degree program you will be charged an application fee of USD\$25.

We accept all major credit and debit cards, including US and international Visa, Visa Debit, Delta, and MasterCard. Depending on your region we also allow payment via Flywire, Flutterwave, PayPal, and Bank Transfer.

If you don't have either, please check our alternative payment options or contact us at [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp

Enter coupon code if you have an application fee coupon code, please enter it here.

If you elect to pay via Debit/Credit Card you will be asked to provide the following details:

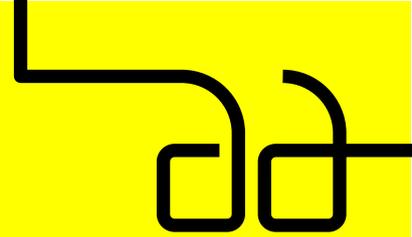


- **First name** Please enter your first name as exactly stated on your credit/debit card.
- **Post/Zip Code** Please enter the post/zip code of your billing address.
- **Card number** Please enter the card number. You may only enter numbers, you cannot use spaces or dashes.
- **Last name** Please enter your last name as stated on your credit/debit card.
- **Email address** Please enter the email address you used for this application.
- **Expiry** Please enter your cards expiry date.
- **Street Address** Please enter the street name of your billing address.
- **CVV** Please enter the CVV/ security code. It is usually the last 3 digits on the back of your card.
- **City** Please enter the city name of your billing address.

Please check your card details carefully, then select [Pay now]

For other forms of payment, please follow the on-screen instructions.

Any issues, please contact [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp



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## 1.A.8 Application Review

Degree: MBA

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**Thank you for applying to Nexford!**

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**Application under review**

We have received your completed application and are reviewing it.

A member of our admissions team will be in touch with you shortly with regards to the admissions decision.

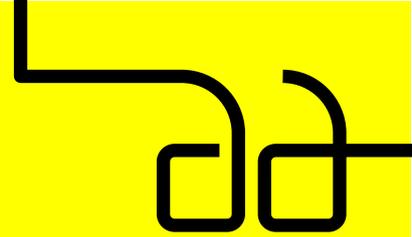
Why not also visit our [YouTube channel](#) or listen to some other [learners' stories](#) about studying at Nexford.

Once you have submitted your application and paid your application fee you should receive an email from our Admissions Team to confirm that we've received your application.

Your application will be reviewed by a member of the Nexford Admissions Team and you'll hear back on a decision in the next few days. Be sure to keep an eye on your email inbox.

### TIP

If you do not receive the confirmation email within a few minutes of submitting, please check your Spam or Junk folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation email and mark it Not Spam, which should allow future emails from our Admissions Team to get through.



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## 1.B Applying for Nexford graduate/undergraduate courses

### 1.B.1 Register and start your application

When applying to Nexford you'll be given the option to select your program or continue an application, if you've already started one.

Use the "Select Program" to start a new application and choose the program you want to apply for.

You'll see three learning paths:

- **Degrees**
- **Courses**

After you've selected your learning path, choose the course that suits your needs.

#### TIP

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Welcome to Nexford ApplyNXU

Returning applicant? Pick up where you left off

Get started by telling us your email address

Email

SUBMIT

New to Nexford?

Head over to our catalog to select a program.

SELECT PROGRAM

Choose Program

CLOSE

Find and select the program you want to start

Degrees Courses

Select Degree

Choose Program

Find and select the program you want to start

Degrees Courses

Select Course

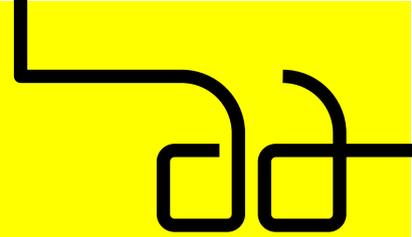
Introduction to AI

Foundations of Robotics & IoT

Fundamentals of Cybersecurity

Data Analytics

Machine Learning and Predictive Analytics



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## 1.B.2 Register and start your application

### **TIP**

#### **Save and Resume your application**

You can leave the Nexford site and continue your application at a later stage without having to create an account. To return to your application visit, **ApplyNXU** enter the email address you used in your application and we'll send you a code that will allow you to resume your application.

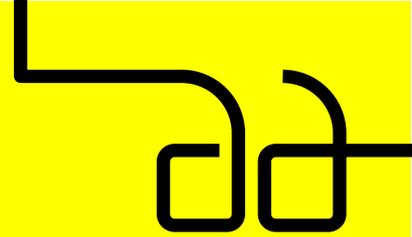
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Once submitted, you will receive a verification code. Please then enter this when prompted.

Why do we need your email address? We need your email address so that, we can send emails alerting you to changes to the status of your application, including our decision. It also allows you to save and complete your application at any time.

Keep your email address up-to-date If you want to update the email address you used in your application, please contact [help@nexford.org](mailto:help@nexford.org).



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## 1.B.3 Tell us a bit more about you

Degree: MBA

1 2

First Name

Last Name

Year of Birth

Town or city you live in

Phone Number

Nationality

Gender

How did you hear about us

I have read and understand the [terms & conditions](#) and [privacy policy](#)

REGISTER

### **Your first name**

Please enter your first name and middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving license.

### **Your last name**

Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving license.

### **Year of birth**

Please select your year of birth from the drop-down list.

### **Town**

Please select your town or city you currently live in.

### **Your phone number**

Please select your country code from the drop-down list and enter your full mobile number.

### **Nationality**

Please select your nationality from the drop-down list.

### **Gender**

Please select your gender from the drop-down list.

### **Are you a native English speaker**

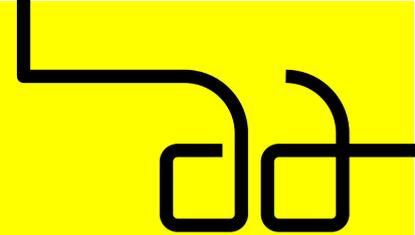
Select Yes/No to designate native English-speaker status

### **How did you hear about us**

Please select your answer from the drop-down list.

### **Terms and Conditions**

You will need to read & understand prior to ticking the box (this is a requirement prior to moving to the next page)



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## 1.B.4 Paying your application fee

Course: Introduction to AI

Stacks into degree 1-2 months

Payment

Start Date: 1 Nov 2024

Coupon Code: Enter code

Tuition Fee: \$310

Recommended

If you apply for a Nexford degree program you will be charged an application fee of USD\$25.

We accept all major credit and debit cards, including US and international Visa, Visa Debit, Delta, and MasterCard. Depending on your region we also allow payment via Flywire, Flutterwave, PayPal, and Bank Transfer.

Recommended

Other

Payment Details

First Name

Last Name

Email

Street Address

City

Post / Zip Code

Card number

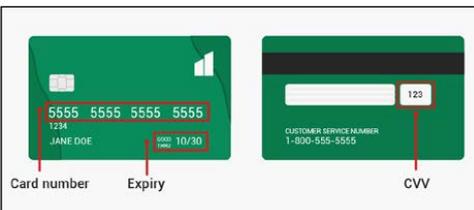
CVV

PAY NOW

If you don't have either, please check our alternative payment options or contact us at [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp

Enter coupon code if you have an application fee coupon code, please enter it here.

If you elect to pay via Debit/Credit Card you will be asked to provide the following details:

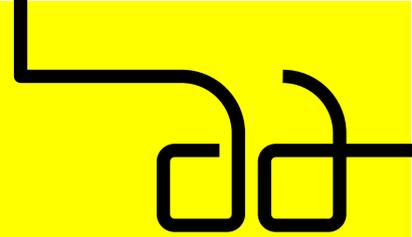


- **First name** Please enter your first name as exactly stated on your credit/debit card.
- **Post/Zip Code** Please enter the post/zip code of your billing address.
- **Card number** Please enter the card number. You may only enter numbers, you cannot use spaces or dashes.
- **Last name** Please enter your last name as stated on your credit/debit card.
- **Email address** Please enter the email address you used for this application.
- **Expiry** Please enter your cards expiry date.
- **Street Address** Please enter the street name of your billing address.
- **CVV** Please enter the CVV/security code. It is usually the last 3 digits on the back of your card.
- **City** Please enter the city name of your billing address.

Please check your card details carefully, then select [Pay now]

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Any issues, please contact [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp



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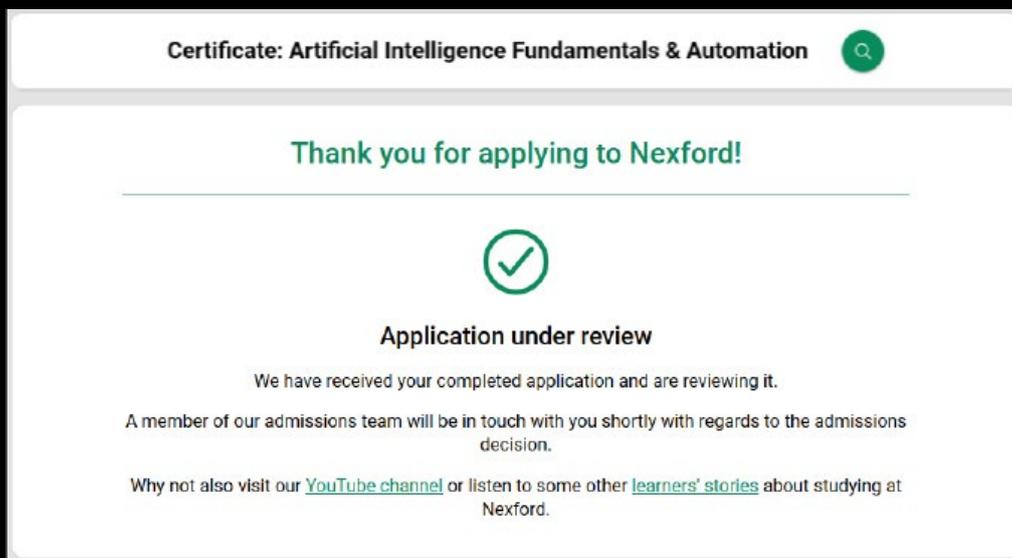
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## 1.B.5 Application Review



Once you have submitted your application and paid your application fee you should receive an email from our Admissions Team to confirm that we've received your application.

Your application will be reviewed by a member of the Nexford Admissions Team and you'll hear back on a decision in the next few days. Be sure to keep an eye on your email inbox.

### TIP

If you do not receive the confirmation email within a few minutes of submitting, please check your Spam or Junk folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation email and mark it Not Spam, which should allow future emails from our Admissions Team to get through.



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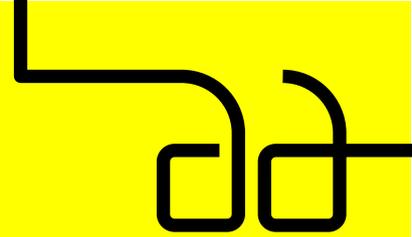
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## SECTION 2: **Completing Enrollment**





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## 2.1 Complete Your Enrollment

Welcome to Nexford ApplyNXU

Returning applicant? Pick up where you left off

We've sent a verification code to your email. Please copy and paste it into the field below or hit the pencil icon to provide a different email.

Verification code

VERIFY

New to Nexford?

Head over to our catalog to select a program.

SELECT PROGRAM

Once our admissions team has approved your application you will receive an email to your registered email address inviting you to start your enrollment at Nexford.

Click the link in the email or head to [applynxu.nexford.edu](https://applynxu.nexford.edu) to continue. Use your registered email address to receive a verification code to begin your enrollment.

## 2.2 Payment Details

Degree: MBA

1 2 3

Select your Start Date to continue

Start Date 1 Nov 2024

Coupon Code Enter code APPLY

Tuition Fee \$390

NEXT

Any questions? Get in touch and we'll help.

Select the date you'd like to begin learning at Nexford. Don't worry, you'll receive Orientation 5 days before your program starts.

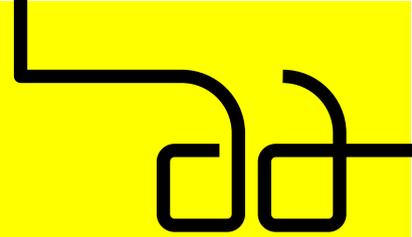
Program details The title of your chosen program should appear at the top of the page. If this is incorrect, please contact [help@nexford.org](mailto:help@nexford.org)

Select start date Please select start date from the drop-down list. The latest you can start is four months from your enrollment month. For example, if you enrolled in Feb 2025, the latest you can start is 1st June 2025.

Enter coupon code If you have a tuition fee coupon code, please enter it here.

Tuition Fee The total cost to pay should appear here.

When you are ready select [Next] to review the Nexford University Enrollment Agreement.



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## 2.3 Nexford University Enrollment Agreement

Degree: MBA

1 2 3

Select your Start Date to continue

Start Date: 1 Nov 2024

Coupon Code: Enter code **APPLY**

Tuition Fee: \$599

Review and sign your enrollment agreement

**Nexford University**

[www.nexford.edu](http://www.nexford.edu) | 1-202-280-2049  
1140 3rd St. NE, Suite 200  
Washington DC 20002, USA

### Nexford University Enrollment Agreement

Nexford University (the University) is a United States based higher education institution located in the District of Columbia. The language of instruction for academic programs and all communications are in English. By accepting this Enrollment Agreement, the enrolling learner acknowledges that he/she has had reasonable time to read and understand the contents within and have access to Nexford University's Catalog including policies, procedures, course and program descriptions.

**Learner Information**  
Name: **Your Name**  
Email Address: **Your Email**  
Mailing Address: **Your Address**

Your Name:

Sign by typing your full legal name\*:

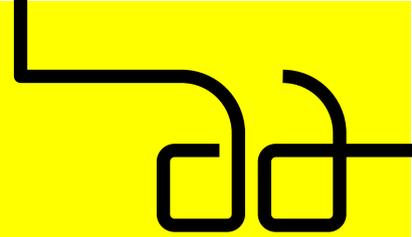
**SIGN**

Please read the enrollment agreement carefully. It contains important details about your information, program course, tuition payment, and your rights and responsibilities.

If you do not agree, we'll be unable to process your enrollment further.

If you have any questions or if something is incorrect, please contact [help@nexford.org](mailto:help@nexford.org).

- Sign by typing your full legal name Please sign by typing your full legal name exactly as it is displayed in the box on the left and selecting the [Sign] button. If the name displayed is not your full legal name as displayed on your government-issued ID, please contact [admissions@nexford.org](mailto:admissions@nexford.org)



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## 2.4 Paying your tuition fee



Please check your card details carefully, then select [Pay now]

For other forms of payment, please follow the on-screen instructions.

Any issues, please contact [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp

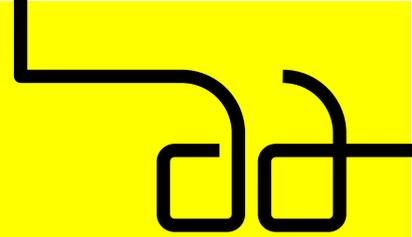
We accept all major credit and debit cards, including US and international Visa, Visa Debit, Delta, and MasterCard. Depending on your region we also allow payment via Flywire, Flutterwave, PayPal, and Bank Transfer.

If you don't have either, please check our alternative payment options or contact us at [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp

Enter coupon code If you have an application fee coupon code, please enter it here.

If you elect to pay via Debit/Credit Card you will be asked to provide the following details:

- **First name** Please enter your first name as exactly stated on your credit/debit card.
- **Post/Zip Code** Please enter the post/zip code of your billing address.
- **Card number** Please enter the card number. You may only enter numbers, you cannot use spaces or dashes.
- **Expiry** Please enter your cards expiry date.
- **CVV** Please enter the CVV/security code. It is usually the last 3 digits on the back of your card.
- **Email address** Please enter the email address you used for this application.
- **Street Address** Please enter the street name of your billing address.
- **City** Please enter the city name of your billing address.



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## 2.5 Enrollment completed

Degree: MBA

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Welcome to Nexford University

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Congratulations! You're now ready to start your next-generation learning experience at Nexford.  
Anything is possible.

[Head over to myNXU](#)

We'll send you an email with your log-in details to get started.

Why not also visit our [YouTube channel](#) or listen to some other [learners' stories](#) about studying at Nexford.

Congratulations! You've completed your application and enrollment to Nexford! You're joining learners from over 110 different countries — and are now part of our global community.

**Next up: studying! We can't wait for your first month with us to begin.**

If you have any questions in the meantime, don't hesitate to contact us at [help@nexford.org](mailto:help@nexford.org).



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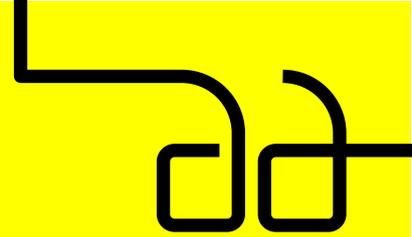
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## **SECTION 3:** **Additional Information**





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## 3.1 Help

### **How do I sign the enrollment agreement?**

To sign your enrollment agreement please type your full legal name into the designated text field exactly as it appears below the Nexford University Agreement. If the name displayed is not your full legal name as displayed on your government-issued ID, please contact [admissions@nexford.org](mailto:admissions@nexford.org)

If you are having difficulty completing your enrollment please contact [help@nexford.org](mailto:help@nexford.org) or chat with us on WhatsApp.

### **My application process is stuck at 'Tuition Payment Pending'. What do I do next?**

Not to worry, this can happen when payment is initiated but you are not ready to pay yet. If this happens please contact [help@nexford.org](mailto:help@nexford.org) or chat with us on WhatsApp

### **What is the application deadline?**

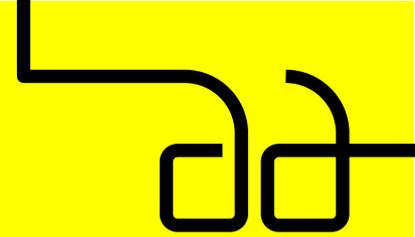
Programs start on the first of each month, which gives you a lot of flexibility. You can apply now and choose to start right away, or on a date in the future. Whenever you choose to start, apply and enroll at least 10 days before the start of the month. This gives you enough time to finish orientation and get used to the online learning environment before your first course.

### **How long does it take to apply?**

Typically, it should take you no longer than 15 minutes to complete your application to Nexford.

### **My documents aren't in English. Do I need to translate them first?**

Not at all! We can translate them for you – at no cost. Upload everything in your native language and we'll organize everything in-house. (Please note your application may take a little longer to process this way.)



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### **I'm having problems with the verification code. What do I do?**

We're sorry you're having trouble. Make sure you're copying and pasting the code exactly as it appears in your email – no extra spaces or punctuation allowed!

If it still doesn't work, send us an email at [help@nexford.org](mailto:help@nexford.org). We'll check what's going on.

### **I get a message that says 'There was an error completing payment'. What can I do?**

Oops! We offer multiple payment options, such as credit cards, debit cards, PayPal, and bank wire transfer.

Pick the one that best suits your needs! For more information about the payment options available, visit our payment page or send us an email at [billings@nexford.org](mailto:billings@nexford.org) or chat with us on WhatsApp

### **Can I change my start date later?**

We get it – plans change. If you need to change your start date, log back in to the enrollment portal. You'll be able to select a new start date that suits you.

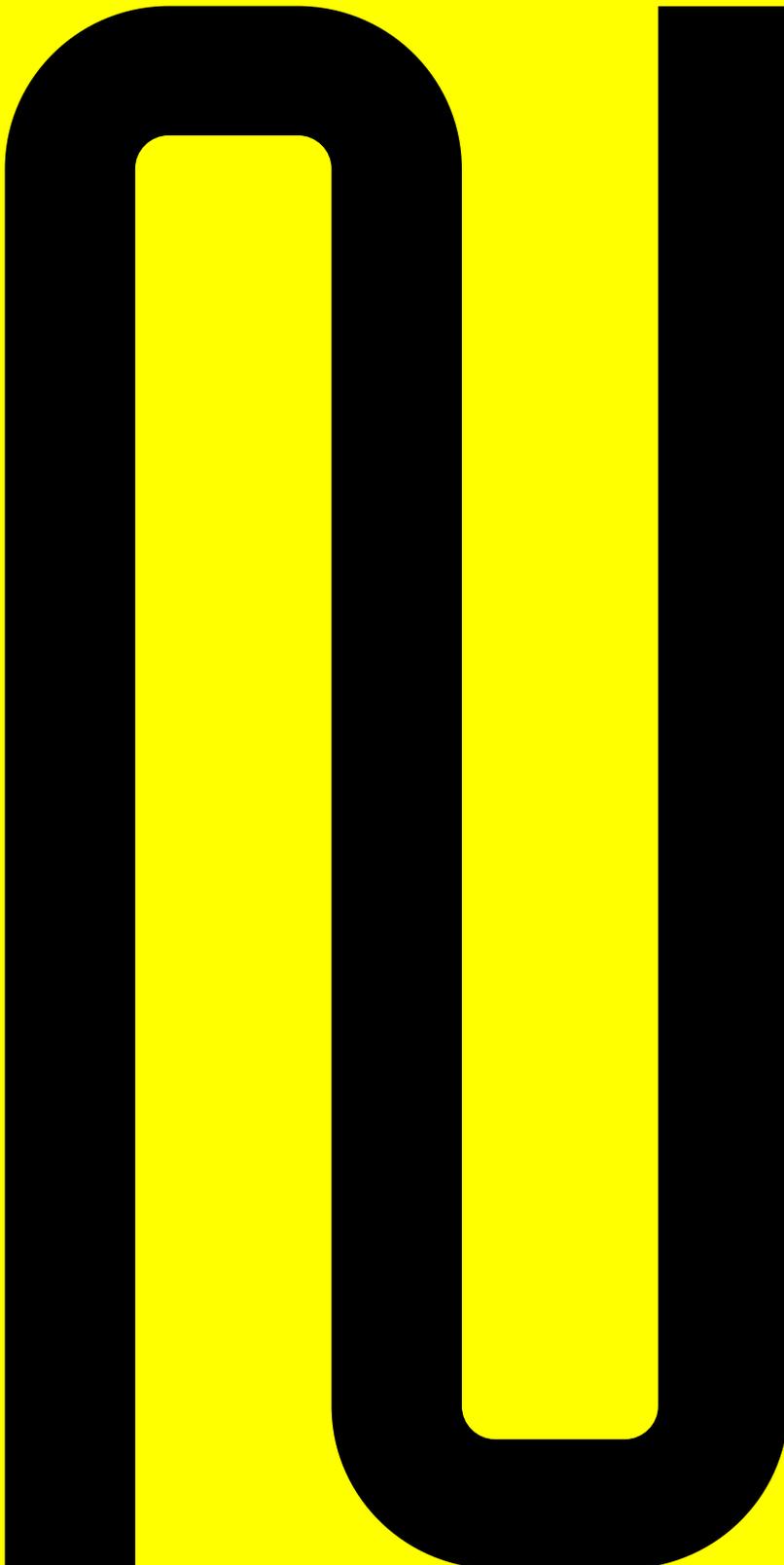
### **What's the deadline to enroll?**

We recommend you enroll about a week before your first course. This gives you enough time to complete your orientation and explore the learning environment before you start.

Left it too late? The final deadline is 72 hours before you start your first course. Enroll, finish orientation, and get learning!

### **More questions?**

If you cannot find the answer you are looking for, please visit our FAQs page.



**Nexford University**

**Our headquarters:**

1140 3rd St NE  
Washington, DC 20002  
US

**Mailing address:**

PO BOX 96503 #42426  
Washington, DC 20090-6503  
USA

**[www.nexford.edu](http://www.nexford.edu)**

**[info@nexford.org](mailto:info@nexford.org)**

**Tel: +1 202-280-2049**



Connect with Nexford