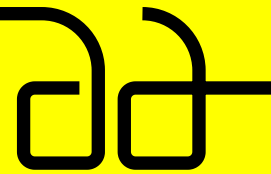


Nexford University Application Guide





<u>WELCOME</u>	SECTION 1 Completing the Application	SECTION 2 Completing Enrollment	SECTION 3 Additional Information	PAGE NO. 2 / 24
-----------------------	--	---	--	----------------------------------

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

- [1.1 Choose your learning path](#)
- [1.2 Register and start your application](#)
- [1.3 Fill out your personal details to start your application](#)
- [1.4 Tell us a bit more about you](#)
- [1.5 Proof of identity](#)
- [1.6 Please enter your education history](#)
- [1.7 Upload your documents](#)
- [1.8 English proficiency](#)
- [1.9 Application terms & conditions](#)
- [1.10 Paying your application fee](#)
- [1.11 Application submission](#)

SECTION 2: COMPLETING ENROLLMENT

- [2.1 Payment details](#)
- [2.2 Enrollment agreement](#)
- [2.3 Paying your tuition fee](#)
- [2.4 Enrollment completed](#)

SECTION 3: ADDITIONAL INFORMATION

- [3.1 Help](#)

It should take you no longer than 30 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 <https://apply.nexford.org/> or scan the QR code below.



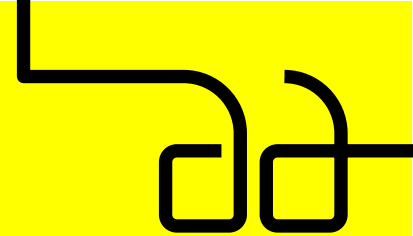


Contents

WELCOME	SECTION 1 <u>Completing the Application</u>	SECTION 2 Completing Enrollment	SECTION 3 Additional Information	PAGE NO. 3 / 24
---------	---	---	--	---------------------------

SECTION 1: Completing the Application





WELCOME

SECTION 1
Completing the Application

SECTION 2
Completing Enrollment

SECTION 3
Additional Information

PAGE NO.
4 / 24

1.1 Choose your learning path

When you begin your application, you'll see three program options:

 [University degree](#)

 [Certificate](#)

 [Course](#)




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

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

 Degree

 **Certificate**

 Course

Filter By

Theme ▼

Level ▼



Global Business

Learn to grow a business in the global marketplace, and get to grips with market trends in the world's fastest growing economies. Then refine your intercultural communication skills. [Learn More](#)

ENROLL



Building A Tech Startup

Apply entrepreneurial tools and approaches to create a business plan for a new venture. Understand the importance of a thriving planet and society at the center of long-term business success. [Learn More](#)

ENROLL



Artificial Intelligence & Robotics

With Artificial Intelligence & Robotics rooted in essential future-of-work business skills, prepare for the demands of tomorrow's hyperconnected world. [Learn More](#)

ENROLL

If you know which program is right for you, select the option.

► **Tip:** Need help deciding which program is right for you? Our Nexford Advisors are here to help! You can email them at help@nexford.org or chat with them on WhatsApp for more information.



1.2 Register and start your application

To register and start your application, enter your email address.

To apply to Nexford University, you must provide 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.


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.

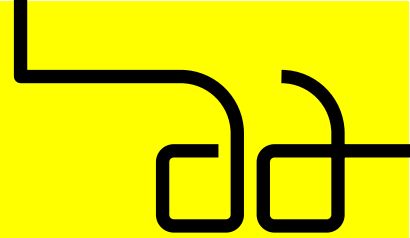
Keep your email address up-to-date If you want to update the email address you used in your application, please contact help@nexford.org

Please note that once your application has been submitted, no further changes are allowed without direct permission from Nexford.

► **Tip: Save and Resume your application**

You can save and continue your application at a later stage without having to create an account. Click on the  Save and logout **button** at the top right corner of each page to save your application.

To return to your application, visit <https://apply.nexford.org/> and click the  Resume my application **button**. Enter the email address you used in your application and we'll send you an email with a link to your application.



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
6 / 24

1.3 Fill out your personal details to start your application

After selecting your program, your application will begin. First, there're a few essential details we need:

Degree: BBA

Fill out your personal details to start your application

Personal details

First name *	Last name *
--------------	-------------

+1

Year of birth *

Gender *

Where did you first hear of Nexford

CONTINUE

1 2 3 4 5 6

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.

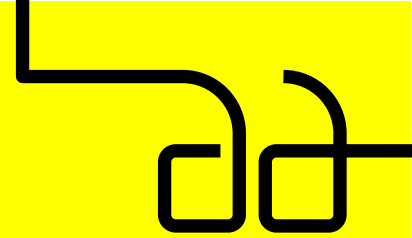
Your phone number* Please select your country code from the drop-down list and enter your full mobile number.

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

Gender* Please select your gender from the drop-down list.

Where did you first hear of Nexford Please select your answer from the drop-down list. This information will help us grow our global community even more.

Compulsory fields are marked with an asterisk (*)



WELCOME


SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
7 / 24

1.4 Tell us a bit more about you

Degree: BBA 

Tell us a bit more about you

Personal details


Country of residence *

City *

Nationality *

Native Language *

CONTINUE

 **2** 3 4 5 6

Country of residence* Please select the country you're living in.

City/State* Please enter the city/state you're currently living in.

Nationality* Please click on the field, enter your nationality and then click on the name of the nationality to select it. Your nationality should be stated in your passport and should not be confused with your ethnic origin.

If you have dual nationality, enter your first nationality as it is shown on your passport.

Native Language* Please click on the field, enter your native (or most proficient) language and then click on the name of the language to select it.

Compulsory fields are marked with an asterisk (*)



WELCOME

SECTION 1
Completing the Application

SECTION 2
Completing Enrollment

SECTION 3
Additional Information

PAGE NO.
8 / 24

1.5 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.
- **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.

Enter your full legal name *

Upload your government-issued ID

International Passport

Surname: Brody First Name: Jane Anne

Birth date: 1/20/94 Expiry date: 01/24/2021

Registered number: 01/45/6/8000

Government-issued ID *

Upload a portrait photo of yourself

Photo of yourself *

CONTINUE

Compulsory fields are marked with an asterisk (*)

We ask that you upload a photo ID, and passport-style digital photo (can be a selfie), so we can verify your identity. You won't be able to complete your application without a valid ID.

Enter your full legal name*

Jane Doe

Upload your government-issued ID*



Upload a portrait of yourself*



Enter your full legal name*

Jane Johnson

Upload your government-issued ID*



Upload a portrait of yourself*



Enter your full legal name*

Jane Doe

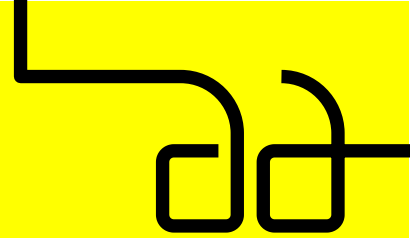
Upload your government-issued ID*



Upload a portrait of yourself*



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



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
9 / 24

1.6 Please enter your education history

School you graduated from* Please enter the name of the school you graduated from most recently.

Country of education* Please select the country where your school was based and then click on the name of the country to select it.

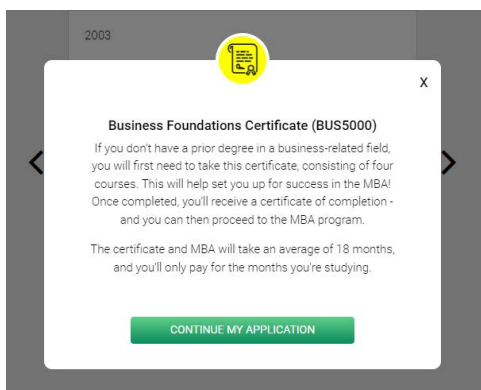
Primary language of instruction* Please enter the language you were taught in then click on the language to select it.

Highest education level* Please select the highest education level you achieved.

Degree/Certificate name Please enter the name of the degree or certificate if you have one.

Graduation year* Please enter the year you graduated.

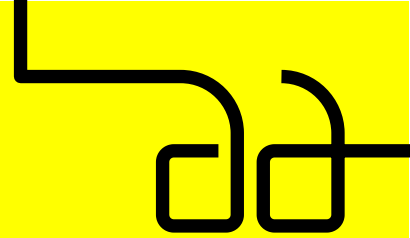
► Remember that you can save and continue your application at a later stage. Click on the '**Save and logout' button** at the top right corner of each page to save your application.



If you're applying for our **MBA** you will be asked to complete a Business Foundations Certificate (BUS5000) if you don't have a prior degree in a business-related field. Our application process will inform you of this requirement once you've entered your education history.

This will help set you up for success in our **MBA** program, which you can proceed to after completing the certificate.

Compulsory fields are marked with an asterisk (*)



1.7 Upload your documents

School diploma or grades transcript*

You can scan or take photos of these document. Please ensure the documents are readable.

- If you're applying for our Bachelor of Business Administration or Associate of Applied Science in Business degrees you'll need to upload **your grades transcript, high school diploma or equivalent**.
- If you're applying for our MBA, we'll need a copy of your undergraduate degree. You can only apply to the MBA if you already have a bachelor's degree.

Optional: other supporting documents If you'll like to submit additional documents to support your application, please upload them here. This can include a personal statement or references

► **Tip:** If you're applying during the COVID-19 pandemic, we understand you may be facing difficulties with your documents. If you're missing some of your academic documents, don't worry, you can still apply and enroll if you're accepted, and our admissions team will follow up with you to complete your missing documents as soon as possible. Just select '**send later**' to do just that.



1.8 English proficiency

English is essential at Nexford University, so it's important that you're proficient in written and verbal English. You may need to prove your knowledge of the English language when you apply.

The screenshot shows a web form titled "English proficiency" with a sub-header "Degree: BBA". The main text states: "To succeed at Nexford University, and meet our admission requirements, you need a minimum level of English proficiency. You can demonstrate your English proficiency using one of three options:". There are two radio button options. The first option, "Upload your English Proficiency certificate", is selected. Below it, a text box says: "Taken an English test in the past two years? If you have a copy of your English certificate or score report, you can upload it below. See what tests we accept, and [check the minimum scores here](#)". Below this is a button labeled "Upload certificate or score report*" with an upload icon. The second option, "Individual Evaluation", is unselected. Below it, a text box says: "If you have strong English proficiency that you can prove with alternative documentation, please upload it here. This could be a personal statement, an article you wrote, your CV or LinkedIn to demonstrate past employment history at an English-speaking company. Please provide us with as much information as possible to evaluate your application. Our admissions team may contact you by phone or email for further evaluation." Below this is a button labeled "Upload proof of English proficien..." with an upload icon. At the bottom of the form is a "CONTINUE" button. At the very bottom of the page, there is a progress bar with six icons: the first five are green circles with checkmarks, and the sixth is a blue circle with an exclamation mark.

- **Option 1: Upload your English Proficiency certificate** See what tests we accept, and check the minimum scores [here](#). If you select this option, please upload a scan or photo of the certificate.
- **Option 2: Individual Evaluation** If you don't have either of the above, don't worry. You can prove your level of English to us through other means. This can be through a personal statement, an article you have written, your CV, or previous employment at an English-speaking company.

► **Tip:** Visit www.nexford.org/admissions to find out more about Nexford's English Proficiency requirement for your chosen program.



WELCOME

SECTION 1
Completing the Application

SECTION 2
Completing Enrollment

SECTION 3
Additional Information

PAGE NO.
12 / 24

1.9 Application Terms & Conditions

Please read the application terms & conditions carefully. If you agree, please tick the box.

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

If you have any questions, please contact help@nexford.org

Degree: BBA

Application Terms & Conditions

You have almost completed your application! Before you sign and submit the required documentation, the below statements will help you understand the next steps of your admission to Nexford University (NXU).

Your application will shortly be reviewed by the Admissions team. If you are admitted, you will be admitted under one of two types of admission:

Full admission

This will be granted if you have submitted all required documentation, the documents have been reviewed and accepted by our admissions department, and your application meets our admissions criteria.

OR

Provisional admission

If your application is incomplete/incorrect/unreadable, you may only be provisionally admitted. You will be able to begin learning under the status of **Accepted Evaluation Pending(AEP)** but you will need to provide all necessary documentation within 60 days in order to be granted full admission.

☐ I've read and agree to the terms and conditions

CONTINUE

👍 👍 👍 👍 👍 👍

1.10 Paying your application fee

The application fee is USD\$20.

We accept all major credit and debit cards, including US and international Visa, Visa Debit, Delta, and MasterCard.

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

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

Before we can review your details, you'll need to pay your application fee

We accept all major credit and debit cards.
No credit or debit card? Please [contact us](#) to arrange an alternative.

Enter coupon code SUBMIT

BBA Application Fee	Total Cost \$20
---------------------	--------------------

☐ Use my personal details

Compulsory fields are marked with an asterisk (*)



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information


PAGE NO.
13 / 24

1.10 Paying your application fee (cont.)

☐ Use my personal details




Cardholder Details

First name*	Last name*
Email address*	
Street*	
City*	Post / Zip Code*

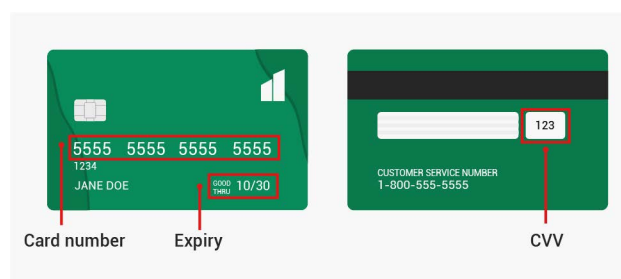
 1234 1234 1234 1234	
Expiry* MM / YY	CVV* 123

PAY NOW

Having difficulty making a payment?
Get in touch and we'll help.

- **First name*** Please enter your first name as exactly stated on your credit/debit card.
- **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.
- **Street*** Please enter the street name of your billing address.
- **City*** Please enter the city name of your billing address.
- **Post/Zip Code*** Please enter the post/zip code of your billing address.

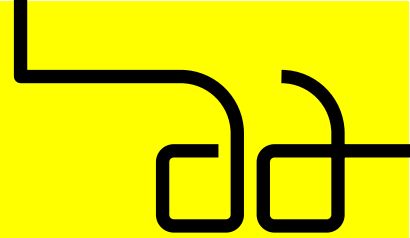


- **Card number*** Please enter the card number here. You may only enter numbers, you cannot use spaces or dashes.
- **Expiry*** Please enter the expiry date here.
- **CVV*** Please enter the CVV/security code here. It is usually the last 3 digits on the back of your card.

Please check your card details carefully, then select **Pay now**

If you have any issues, please contact billings@nexford.org or [chat with us on WhatsApp](#)

► **Tip:** To save time, you can use your personal details from the start of the application. Just tick the box 'Use my personal details'.



WELCOME

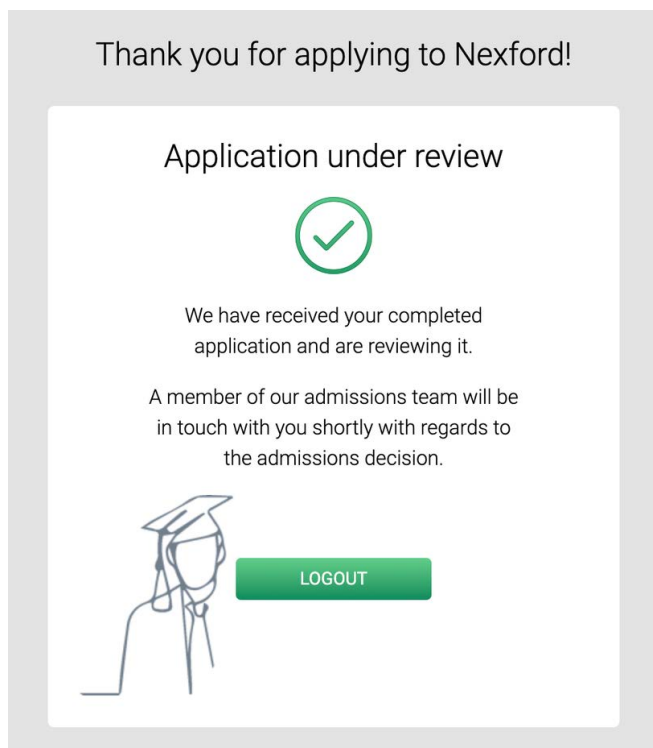
SECTION 1
Completing the Application

SECTION 2
Completing Enrollment

SECTION 3
Additional Information

PAGE NO.
14 / 24

1.11 Application submission



That's it! You should receive an email from our Admissions Team to confirm that we've received your application.

If you've selected 'Send later' for your documents, please be aware our Admissions team will contact you for follow up via email or phone.

Once we have all your documents, you'll hear back on a decision from our Admissions Team 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.

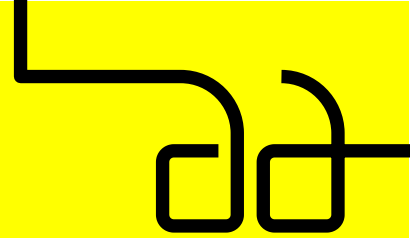


Contents

WELCOME	SECTION 1 Completing the Application	SECTION 2 <u>Completing Enrollment</u>	SECTION 3 Additional Information	PAGE NO. 15 / 24
---------	--	--	---	--------------------------------

SECTION 2: Completing Enrollment







2.1 Payment Details


Congratulations! You've been admitted to Nexford. We can't wait for you to join us. Now it's time to finalise your enrollment.

Degree: MBA


Payment Details

 Select start date*

 Select payment frequency*

 Enter coupon code

APPLY

 Masters of Business Administration

Total Cost
\$ --

CONTINUE

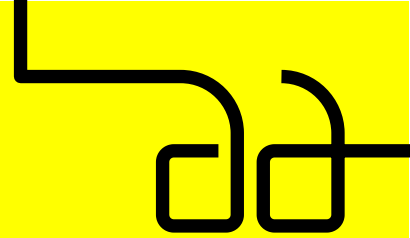
1

2

3

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

- **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 February 2021, the latest you can start is June 1 2021.
- **Select payment frequency*** Please select your preferred payment frequency from the drop-down list. You can choose to pay every 1 month, every 2 months or every 6 months (for degree courses).
- **Enter coupon code** If you have an tuition fee coupon code, please enter it here.
- **Program details** The title of your chosen program and total cost to pay should appear here. If this is incorrect, please contact help@nexford.org



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
17 / 24

2.2 Nexford University Enrollment Agreement

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.

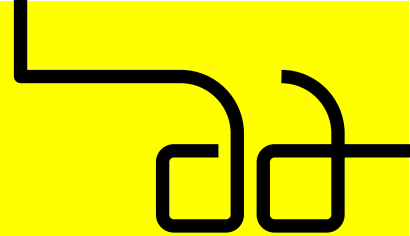
If you have any questions or something is incorrect, please contact help@nexford.org

- **Sign by typing your full legal name*** Please sign by typing your full legal name exactly as it is displayed above. If the name displayed is not your full legal name as displayed on your government-issued ID, please contact admissions@nexford.org

You can download a copy of your enrollment agreement by clicking on the 'Download' button on the top right corner of the document.

The screenshot shows a digital document titled "Nexford University Enrollment Agreement" for a "Degree: MBA". The document is displayed in a viewer with a dark header bar showing "1 / 6" and "100%". The document content includes the Nexford University logo, contact information (www.nexford.org, 1-202-280-2049, 1140 3rd St. NE, Suite 200, Washington, DC 20002, US), and a section titled "Nexford University Enrollment Agreement". Below this, a paragraph states: "Nexford University (the University) is a United States based higher education institution locating 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." A section titled "Learner Information" shows the name "Mkasd Ummasd" and the email "popoff7viiv+91@gmail.com". At the bottom, there is a green "SIGN" button and a progress indicator showing 2 out of 3 steps completed.

Compulsory fields are marked with an asterisk (*)



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information


PAGE NO.
18 / 24

2.3 Paying your tuition fee

Degree: MBA

Payment

We accept all major credit and debit cards plus have local payment options too. To pay with another option, including cryptocurrency, please see [Payment Options](#)




 Masters of Business Administration Starting 1st May 2021 Tuition paid every 1 month	Total Cost \$164
--	----------------------------


Have a coupon code? [Click here](#) to enter it.


PAY IN US\$


LOCAL PAYMENT

Having difficulty making a payment?
Get in touch and we'll help.










We accept all major credit and debit cards, and have local payment options too. Any questions, please contact billings@nexford.org or [chat with us on WhatsApp](#)

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

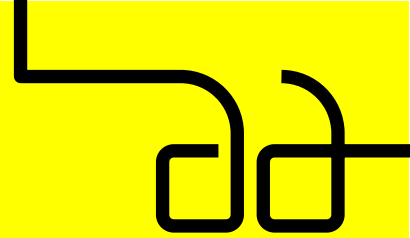
Please check your enrollment details carefully, then select your payment option:

- [PAY IN US\\$](#)
- [LOCAL PAYMENT](#)

 **Tip:** Forget to apply your coupon code? No worries. You can return to the Payment Details to enter your coupon code by selecting where it says 'Click here'.

Did you know?

Nexford now accept cryptocurrencies and PayPal as payment options! For more information, visit this [page](#).



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information


PAGE NO.
19 / 24

2.3 Paying your tuition fee (cont.)

Pay in US\$

Payment

We accept all major credit and debit cards plus have local payment options too. To pay with another option, including cryptocurrency, please see [Payment Options](#)

 Masters of Business Administration Starting 1st May 2021 Tuition paid every 1 month	Total Cost \$164
--	----------------------------

Have a coupon code? [Click here](#) to enter it.


PAY IN US\$

LOCAL PAYMENT

☐ Use my personal details

Cardholder Details

First name*	Last name*
Email address*	
Street*	
City*	Post / Zip Code*

 1234 1234 1234 1234

Expiry*
MM / YY

CVV*
123

☒ Save this card for future payments

PAY NOW

First name* Please enter your first name as exactly stated on your credit/debit card.

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.

Street* Please enter the street name of your billing address.

City* Please enter the city name of your billing address.

Post/Zip Code* Please enter the post/zip code of your billing address.

Card number* Please enter the card number here. You may only enter numbers, you cannot use spaces or dashes.

Expiry* Please enter the expiry date here.

CVV* Please enter the CVV/security code here. It is usually the last 3 digits on the back of your card.

Save this card for future payments If you wish this save your card details for future payments, please tick the box.

Please check your card details carefully, then select 'Pay now'.



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
20 / 24

2.3 Paying your tuition fee (cont.)

Local payment



Nexford University

Nexford University will receive
\$ 164.00

Please provide additional information

Email * **Required**

First name * **Required**

Middle name

Last name * **Required**

Address *

City * **Required**

State / Province / Region

Zip code / Postal Code

Country *
United Kingdom

+ 44 Phone number *

☐ I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#).

Continue

If you agree with Flywire Terms of Use and Privacy Policy, please tick the box. Please check your details carefully, then select 'Continue'.

Compulsory fields are marked with an asterisk (*)

Email* Please enter the email address you used for this application.

First name* Please enter your first name as exactly stated on your Nexford application.

Middle name Please enter your middle name as exactly stated on your Nexford application.

Last name* Please enter your last name as stated on your Nexford application.

Address* Please enter the street name of your billing address.

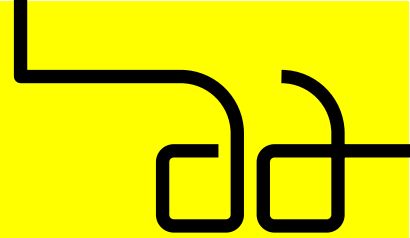
City* Please enter the city name of your billing address.

State/Province/Region Please enter the name of the state, province, or region of your billing address.

Zip code/Postal code Please enter the post/zip code of your billing address.

Country* Please click on the field, enter the country where you're based and then click on the name of the country to select it.

Phone number* Please select your country code from the drop-down list and enter your full mobile number. You may only enter numbers, you cannot use spaces, dashes or brackets.



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information


PAGE NO.
21 / 24

2.3 Paying your tuition fee (cont.)

Degree: MBA

Payment

We accept all major credit and debit cards plus have local payment options too. To pay with another option, including cryptocurrency, please see [Payment Options](#)

 Masters of Business Administration Starting 1st May 2021 Tuition paid every 1 month	Total Cost \$164
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Have a coupon code? [Click here](#) to enter it.

Alternative payment options

To pay with another option, including cryptocurrency, please click where it says 'Payment Options'.

▶ **Tip:** If you have difficulty making payment, first check your card details and try again. If you're still having issues, contact your bank to see if there's a problem with your account.

2.4 Enrollment completed

Once you've paid your first tuition payment, that's it! You've just completed your application and enrollment to Nexford, and are ready to begin learning with us! You're joining a community of learners from over 75 different countries — and are now part of our global community. You'll be assigned a Success Advisor shortly, who will support you throughout your Nexford journey. For any questions about your program at Nexford, please contact them.

Next up:

Studying! We can't wait for your first month with us to begin.

Having difficulty making a payment? Get in touch and we'll help.



If you have any questions in the meantime, don't hesitate to contact us at

help@nexford.org

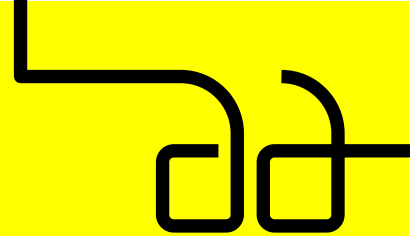


Contents

WELCOME	SECTION 1 Completing the Application	SECTION 2 Completing Enrollment	SECTION 3 <u>Additional Information</u>	PAGE NO. 22 / 24
---------	--	---------------------------------------	---	--------------------------------

SECTION 3: Additional Information





WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.
23 / 24

3.1 Frequently asked questions

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.

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.)

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

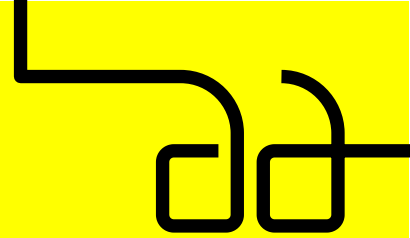
We're sorry you're having trouble. Make sure you're copying and pasting the code exactly as it appears in your email – no extra spaces or punctuation allowed!

If it still doesn't work, send us an email at help@nexford.org. 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, bank wire transfer and cryptocurrency.

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 or [chat with us on WhatsApp](#)



WELCOME

SECTION 1
Completing the
Application

SECTION 2
Completing
Enrollment

SECTION 3
Additional
Information

PAGE NO.

24 / 24

3.1 Frequently asked questions (cont.)

Can I change my start date later?

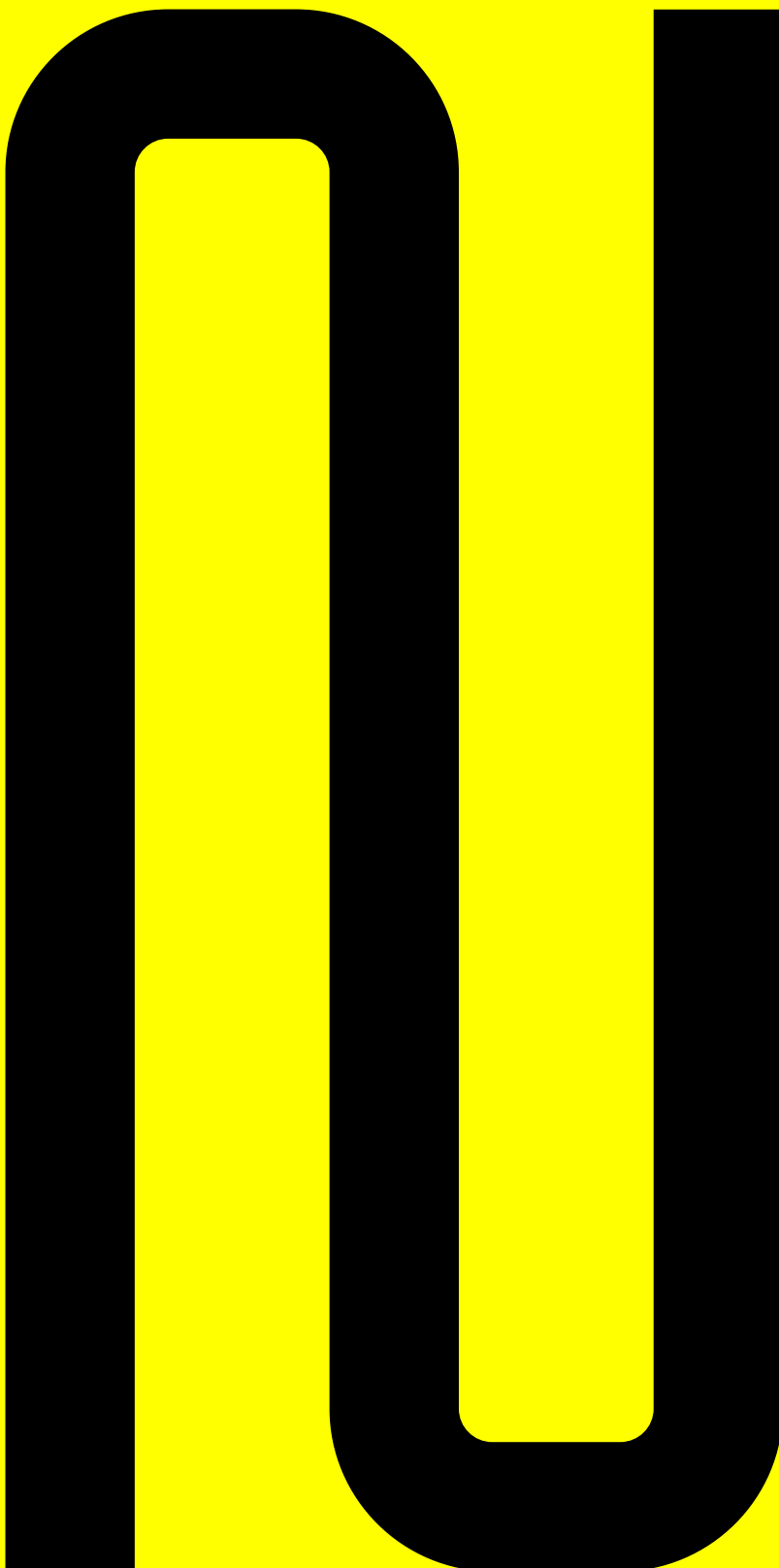
We get it – plans change. If you need to change your start date, log back in to the enrollment portal. You'll be able to select a new start date that suits you.

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!

For any other admissions questions, visit our [FAQs](#). If your questions still isn't answered there, contact help@nexford.org



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