Administrative Leadership and Policy Studies
Application Checklist

SEHD Mission: Leadership for Educational Equity Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

Use the checklist below to ensure that you have a complete graduate application packet. NOTE: Please include a valid email address with your application. The Student Services Center uses email as its official means of communication concerning your application and admission decision.

Application deadlines: Summer-March 15 • Fall-May 15 • Spring-October 1

Please print the abbreviation for your desired cohort (Examples: DL-13 or DL-14 or DPS-7):
To see cohort options and their abbreviations for your intended term of enrollment, visit www.ucdenver.edu/education/alps and select “Cohorts.”

___ 1. Graduate Application Part 1 and In-State Tuition Classification form (Colorado residents must complete both). See below for Intended Major Dept. code.

___ 2. $50.00 application fee (check or money order made out to the University of Colorado Denver).

___ 3. Resume.

___ 4. Written statement – see guidelines.

___ 5. Photocopy of most current teaching or special services license.

___ 6. Three letters of recommendation. Please provide each recommender with a recommendation form. The recommendation form and letter should be returned to you in an original, unopened envelope to include in your complete application packet. Include one letter from a school principal, indicating support for your pursuit of the program.

___ 7. Two official transcripts from all universities/colleges attended. Submit transcripts from (a) institutions granting previous degrees and (b) institutions from which courses have been taken that you wish to transfer into the program. Transcripts are to be issued to you and should be submitted together in the original, unopened envelopes with your application packet.

___ 8. Official Graduate Record Exam (GRE) or Miller Analogy Test (MAT) scores (if applicable). GRE/MAT scores are not required if your undergraduate GPA is 2.75 or above, if you have 24 hours of graduate-level course work (not post-baccalaureate) at 3.0 or above, or if you already hold a graduate degree. If you are taking the GRE, the code number for the University of Colorado Denver is 4875. The scores will be sent electronically to us. We will accept official scores earned up to 10 years prior to the date of application.

___ 9. This checklist. Submit your application in a manila envelope as one complete packet in order of this checklist. Please postmark your application by the deadline. To send your application by FedEx or a similar service, please call to obtain our ground address.

In which program emphasis are you interested? Mail your complete application to:

___ Principal/Administrator Licensure M.A. University of Colorado Denver
(Major Dept. ALPS-MA) School of Education & Human Development

___ Principal/Administrator Licensure Ed.S. Student Services Center
(Major Dept. ALPS-EDS) Attn: ADMISSIONS - ALPS
Campus Box 106, P.O. Box 173364
Denver, CO 80217-3364

If you would like to drop off your application in person, please visit our office at 1380 Lawrence Street, Suite 701.