

University of Colorado Denver

School of Education & Human Development

Early Childhood Education 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. **Please include a valid email address with your application.** The Student Service Center uses email as its official means of communication concerning your application and admission decision.

Admissions deadlines: Summer-February 15 • Fall-April 15 • Spring-September 15

- ___ 1. **Graduate Application Part 1 and In-State Tuition Classification form** (Colorado residents must complete both). Intended Major Department Codes are listed below. Special Field is “Special Education”, if pursuing Early Childhood Special Education licensure.
- ___ 2. **\$50.00 application fee** (check or money order made out to UCD).
- ___ 3. **Resume** – please include all teaching and/or other educational certificates held and the state that issued them.
- ___ 4. **Written statement** – See guidelines.
- ___ 5. **Three letters of recommendation for MA program; two letters required for ECSE endorsement only.** Please provide recommender with the recommendation form. The recommendation form and letter should be returned to you in the original, unopened envelope and included in your complete application packet. It is advised that at least two of your letters be written by former professors. If that is not possible, letters should be from present or former employers, co-workers, etc. Recommendations should not be more than two years old.
- ___ 6. **Photocopy of teaching certificate (if applicable).**
- ___ 7. **Two official transcripts from all universities/colleges attended.** Please 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 envelope with your application packet.
- ___ 8. **Official Graduate Record Exam (GRE)/Miller Analogy Test (MAT) scores (if applicable).** GRE/MAT scores are **not** required if your undergraduate GPA is greater than 2.75, if you have 24 hours of **graduate level coursework** (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 UCD is 4875. The scores will be sent electronically to UCD.
- ___ 9. **Signed oath and consent form.**
- ___ 10. **Fingerprint Affidavit**
- ___ 11. **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.**

Which program emphasis are you interested in?

- ___ **Early Childhood Special Ed Endorsement Only**
(Major Dept. GR-EECE)
- ___ **Early Childhood MA Only** (Major Dept. GR-ECED)
- ___ **Early Childhood MA plus Special Education
Licensure or Endorsement**
(Major Dept. GR-ECSE)

Submit your complete application to:

UCD
School of Education & Human Development
Student Services Center
Attn: ADMISSIONS - ECE
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.