

Information and Learning Technology/Instructional Design & Adult Learning
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.

Thank you for your interest in UCDHSC's School of Education & Human Development. This packet includes all information needed to apply for the INLT programs. The Student Services Center is available to help you with any questions you may have about the application process. 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. All communication concerning your application, including admission or denial decisions, will be sent to your email address.**

Admissions deadlines: Summer-March 15 • Fall-May 15 • Spring-November 15

- ___ 1. **Graduate Application Part 1 and In-State Tuition Classification form** (Colorado residents must complete both). Intended Major Department Code is **GR-ILTA**. Special Field is "ID and Adult Learning".
- ___ 2. **\$50.00 application fee** (check or money order made out to UCDHSC).
- ___ 3. **Current resume**, including education and recent work history.
- ___ 4. **Statement of Intent** – See guidelines.
- ___ 5. **Three letters of recommendation**. Please provide recommender with the recommendation form. The recommendation form and letter should be returned to you in the original, unopened envelope to include 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.
- ___ 6. **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.
- ___ 7. **Official Graduate Record Exam (GRE) scores (if applicable)**. GRE 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 UCDHSC is 4875. The scores will be sent electronically to UCDHSC.
- ___ 8. **This checklist**. Submit your application in a manila envelope as one complete packet in order of this checklist.

Submit your complete application to:

University of Colorado Denver
School of Education & Human Development
Student Services Center
Attn: ADMISSIONS - ILT
Campus Box 106 P.O. Box 173364
Denver, CO 80217-3364