

Information and Learning Technology/School or Teacher Librarian
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 UCD'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). See below for Emphasis/Degree Applying For and Intended Major Dept. and Special Field.
- ___ 2. **\$50.00 Application Fee** (check or money order made out to UCD).
- ___ 3. **Current resume**, including education, teaching experience (if applicable-see below) and recent work history.
- ___ 4. **Written statement** – 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. **Photocopy of Colorado teaching license (if applicable-see below)**.
- ___ 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) 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 UCD is 4875. The scores will be electronically sent to UCD.
- ___ 9. **This checklist**. Submit your application in a manila envelope as one complete packet in order of this checklist.

Which Emphasis are you interested in?

- ___ **Teacher Librarian (Major Dept- GR-TLIB)**
(MA and endorsement-must submit valid teacher license and complete one year of classroom experience by the time of endorsement).
- ___ **School Librarian (Major Dept.- GR-SLIB)**
(MA and endorsement-must submit valid teaching license).
- ___ **Endorsement Only School Librarian (Major Dept. GR-ELIB)**
(Must submit valid teaching license).
- ___ **Alternative School Librarian (Major Dept- GR-ALIB)**
(Does not yet hold a valid teaching license).

Submit your complete application to:

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