

Information and Learning Technologies (ILT) eLearning Track
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 checklist outlines all information needed to apply for the ILT eLearning track. Use the checklist below to ensure that you have a complete graduate application packet. **NOTE: Please include a valid e-mail address with your application. All communication concerning your application, including admission or denial decisions, will be sent to your e-mail address.**

International students, please visit <http://thunder1.cudenver.edu/InternationalAdmissions/> for additional application requirements and contact information.

Admissions deadlines: Fall—May 15 • Spring—November 15
International students: Fall—March 15 • Spring—October 1

- ___ 1. **Graduate Application Part 1 and In-State Tuition Classification form** (Colorado residents must complete both).
Please check the appropriate blank below to indicate the program for which you are applying:
___ ILT eLearning Certificate and MA (on Part I of the application for Intended Major Department write **GR-ILTE**, and list "eLearning".in the Special Field area.)
___ ILT eLearning Certificate Only (on Part I of the application leave major code and Special Field area blank)
- ___ 2. **\$50.00 application fee-** (check or money order made out to UCD). **International students: the fee is \$75.00.**
- ___ 3. **Current résumé**, including education and recent work history.
- ___ 4. **Statement of Intent** – (In addition to the guidelines shown in the application materials, please describe any previous experiences you may have had as a student in a fully online course and why you think you'll be a successful **online** student.)
- ___ 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 UCD is 4875. The scores will be sent electronically to UCD.
- ___ 8. **This checklist.** Submit your application in a manila envelope as one complete packet in order of this checklist. **To send your application by FedEx or a similar service, please call to obtain our ground address.**

Mail 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

first to the Office of International Education (OIE). Once their review of your application materials is complete, the OIE will forward your application to the School of Education & Human Development for further review.

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

International Students:

Contact the Office of International Education to obtain the correct mailing address. Your application must be sent