

Literacy, Language and Culturally Responsive Teaching
Reading and Writing
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.**

Priority application 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). See below for Intended Major Department Code.
- ___ 2. **50.00 application fee** (check or money order made out to the University of Colorado Denver).
- ___ 3. **Current resume.**
- ___ 4. **Written statement** – See guidelines.
- ___ 5. **Photocopy of current teaching 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 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. Recommendation letters should not be more than two years old.
- ___ 7. **Two official transcripts from 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 envelopes 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 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.
- ___ 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?

- ___ Reading & Writing Elementary (**Major Code GR-RELM**)
- ___ Reading & Writing Secondary (**Major Code GR-RSEC**)
- ___ Reading & Writing Endorsement Only (**Major Code GR-REND**)
(Note: You must already have a master's in education to select this third option.)

Submit your complete application to:

University of Colorado Denver
School of Education & Human Development
Student Services Center
Attn: ADMISSIONS – L2CRT
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.