

University of Colorado Denver

School of Education & Human Development

Urban Community Teacher Education Application Checklist

Please use the checklist below to ensure that you have a complete graduate application packet. **When all materials are received, candidates, if selected, are notified of the Admissions Interview date and location by email. The Student Services Center uses email as its official means of communication concerning your application and admission decision.**

Application Deadlines

| Spring Start Deadlines | Summer Start Deadlines | Fall Start Deadlines |
|---|---|---|
| *Priority: August 15 th Final: September 15 th | *Priority: January 15 th Final: February 15 th | *Priority: February 15 th Final: March 15 th |

*Apply early for best internship placement and course registration selection.

*February 15th applicants may choose between a Summer or Fall start

- ___ 1. **Graduate Application Part 1 and In-state Tuition Classification form** (Colorado residents must complete both). See second page of Application Part II for Intended Major Department Code, which will be required on the Graduate Application Part I.
- ___ 2. **\$50.00 application fee** (check or money order made out to UCD)
- ___ 3. **UCTE Application Part II**
- ___ 4. **Three letters of recommendation.** All applicants must fill out a FERPA form. Additionally, the recommendation form must be filled out by three recommenders. See instructions provided on the FERPA form.
- ___ 5. **Short Constructed Response Paper** – See UCTE Application Part II. #2.
- ___ 6. **Professional resume** —See UCTE Application Part II #3.
- ___ 7. **Signed oath and consent form**
- ___ 8. **A Copy of the prerequisite advising email sent from Rachel Fraser.** If you did not receive prerequisite advising, please email rachel.fraser@ucdenver.edu.
- ___ 9. **Fingerprint Affidavit**
- ___ 10. **Two official transcripts from all institutions attended.** Transcripts are to be **issued to you** and should be submitted together in the original, unopened envelopes with your application packet. If you have not completed a bachelor's degree, submit official documentation showing your expected graduation date. If your school will not issue official transcripts directly to you, contact the Student Services Center.
- ___ 11. **Official Graduate Record Exam/Miller Analogy Test scores (if applicable).** Scores are **not** required if 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. Minimum GRE combined score: 1000. Minimum MAT score: 396.
- ___ 12. **Copy of official scores for PLACE or PRAXIS II.** Please make sure you follow these steps when you take the Place or Praxis II:
 - List UC DENVER as recipient institution.
 - When you receive your passing scores, keep a copy for your records. Save the PDF to your hard drive or file the hard copy in a safe place. Failure to do so will cost you. Testing agencies charge up to \$50 to resend score reports.
 - Submit **a complete copy** of your passing score report from PLACE or PRAXIS with your application. Although you indicated UC DENVER as an institution to receive your scores, we do not get PRAXIS II sub-scores from the testing agencies. PRAXIS II sub-scores are located on your score report under test category section.
- ___ 13. **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.**

Mail your complete application to:

University of Colorado Denver
School of Education & Human Development, Student Services Center
Attn: ADMISSIONS - UCTE
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