Initial Professional 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.

Admissions deadlines: Please see www.ucdenver.edu/education/apply

1. Graduate Application Part I and In-state Tuition Classification form (Colorado residents must complete both). See below for Intended Major Department Code, which will be required on the Graduate Application Part I.

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<th>LICENSURE</th>
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</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>GR-ELEM</td>
<td>Secondary Math</td>
<td>GR-SMTH</td>
<td>Special Education Dual Math</td>
<td>GR-DMTH</td>
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<tr>
<td>Special Education - Generalist</td>
<td>GR-SPDG</td>
<td>Secondary Social Studies</td>
<td>GR-SSOC</td>
<td>Special Education Dual Social Studies</td>
<td>GR-DSOC</td>
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<tr>
<td>Special Education Generalist Endorsement-ONLY</td>
<td>GR-ESPD</td>
<td>Secondary Spanish</td>
<td>GR-SFLS</td>
<td>Special Education Dual Spanish Span</td>
<td>GR-DFLS</td>
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<tr>
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<td>GR-SPDE</td>
<td>Secondary French</td>
<td>GR-SFLF</td>
<td>Special Education Dual French</td>
<td>GR-DFLF</td>
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<tr>
<td>Special Education Masters-ONLY</td>
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<td>GR-SSCI</td>
<td>Special Education Dual Gen Science</td>
<td>GR-DSCI</td>
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<td>Secondary English</td>
<td>GR-SEGL</td>
<td>Special Education Dual Elementary</td>
<td>GR-DELE</td>
<td>Special Education Dual English</td>
<td>GR-DELE</td>
</tr>
</tbody>
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2. $50.00 application fee (check or money order made out to UCD)

3. IPTE Application Part II

4. Three letters of recommendation. Letters should address academic qualifications and skills that will serve you well as a teacher. It is advised that at least two of your letters be written by former professors. If that is not possible, letters may be from present or former employers, co-workers, volunteer supervisors, etc. Recommendations should not be more than two years old.

5. Written statement on UCD mission – See IPTE Application Part II.

6. Reflection of experiences working with youth statement – See IPTE Application Part II.

7. Professional resume – See IPTE Application Part II.

8. Signed oath and consent form

9. A Copy of the prerequisite advising email sent from Rachel Fraser. If you did not receive prerequisite advising, please email rachel.fraser@ucdenver.edu.

10. Completed fingerprint card or copy of current Colorado teacher license or substitute license

11. Money order or cashier's check* (no personal checks) for $39.50 made out to Colorado Bureau of Investigation (Please include check in application packet. We will forward to CBI with fingerprint card.) *Not necessary if Colorado license submitted in place of fingerprint card.

12. 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.

13. 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.

14. PLACE/PRAXIS affidavit

15. 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 - IPTE
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