



University of Colorado  
Denver

School of Education  
& Human Development

**Application Instructions**  
**Innovative Early Childhood Education MA**  
**Boulder Journey School Partnership**

**Application deadline is April 1, 2024**

**Step 1: Prepare your materials**

The School of Education & Human Development accepts all applications online. Please review the information below to prepare for the application process. Your application will include:

- Current resume or curriculum vita
- Two letters of recommendation
- One official transcript from every previous college/university attended in which you earned any college credit, including institutions at which you transferred credits *and* were granted a degree. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs). If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
  - *Transcripts must be sent directly from an institution to CU Denver to be deemed official. Transcripts are deemed unofficial if provided by the applicant.*
  - DO NOT submit transcripts from foreign institutions. You will need to provide an international credential evaluation report from Educational Credential Evaluators (ECE) or World Education Services (WES). The cost of the credential evaluation is \$163 to \$208. Find more information about international transcript evaluation [here](#).
- Letter of Intent written statement - As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. You will find additional details within the application.
- \$50 application fee for domestic students. International applicants will not be charged an application fee to mitigate the cost of the ECE or WES credential evaluation. You will receive notification in your application if a fee is required, which will be \$75.
- Additional paperwork may be needed for international applicants based on review by the International Admissions team.



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## Step 2: Complete and submit your application

Your application must be completed and submitted online. Please visit the link below to create an account and access the online application.

<https://passport.ucdenver.edu/slate/landing.php?sr=ce3d18bd-7d79-453e-908f-bb2caca52ed8>

The screenshot shows the landing page for the University of Colorado Denver | Anschutz University Application. At the top left is the CU Denver logo followed by the text "Denver | Anschutz". Below this is the main heading "University Application". A prominent gold button with the text "Apply now" and an external link icon is centered. Below the button, a paragraph of text informs users that if they have previously taken a course at CU Denver, participated in CU-Succeed or the Pre-Collegiate program, they can sign up with their university credentials. A grey button with the text "Sign up with your university credentials" and an external link icon is provided for this purpose. Further down, a section titled "Already started an application?" includes a blue link "Log in to continue application or check status.". At the bottom, a "Need help?" section provides contact information for the OIT Help Desk at 303-724-4357 (4-HELP) and a blue link for the "Privacy Policy".

Denver | Anschutz

## University Application

Apply now [↗](#)

If you've previously taken a course at CU Denver, participated in CU-Succeed or the Pre-Collegiate program:

Sign up with your university credentials [↗](#)

### Already started an application?

[Log in to continue application or check status.](#)

### Need help?

Contact the OIT Help Desk at 303-724-4357 (4-HELP)

[Privacy Policy](#)



### **New Account**

Click “*Apply Now*” to create a new account. Follow all steps to create your application account and password. Login to start your application.

- a. Answer a few questions needed and create a password
- b. Click “*Next Step*”
- c. You will receive a pop-up window and an email with your username and prospective student ID number (this is not your permanent student ID)
- d. Click “*Continue to application*” in the pop-up window
- e. If you close your browser, use the email to sign back in and continue the application

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### Create account

---



**First Name**

**Last Name**


**Email Address**

**Repeat Email Address**

**Cell Phone Number**  
  
This number will be used to text you a code if you need to reset your password.

**Password**   
 

**Birth Date**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**OR**

### **Existing Account**

Click “*Log in to continue application or check status*” if you already have an application account. Complete the login to open your account.



1. Once you log in, click "Start New Application".

### Applying to the University of Colorado Denver | Anschutz Medical Campus

You can access applications for a number of programs offered at CU Denver and CU Anschutz Medical Campus. You can either create a new account to start an application or continue an application in progress. This online application process serves:

- Graduate applicants
  - School of Education & Human Development License only or Endorsement only (without a degree) applicants: select the *Graduate Admissions* application
- Undergraduate applicants
  - Non-degree Graduate applicants
  - Non-degree Undergraduate applicants
  - Continuing and Professional Education applicants
    - ESL Academy applicants: select the *Continuing and Professional Education* application or click [here](#) for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

#### Your Applications

Type	Status	Started	Submitted
You have started 5 applications using this account.			
<a href="#">Graduate Non-Degree Admissions</a>	In Progress	03/10/2021	
<a href="#">Continuing and Professional Education</a>	In Progress	03/10/2021	
<a href="#">Continuing and Professional Education</a>	In Progress	03/01/2021	
<a href="#">Graduate Admissions</a>	In Progress	03/01/2021	
<a href="#">Continuing and Professional Education</a>	In Progress	01/06/2021	

[Start New Application](#)





2. A pop-up screen titled “Start New Application” will appear with Graduate Admissions as the application type. Click “*Create Application*”.

- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
  - ESL Academy applicants: select the *Continuing and Professional Education* application or click [here](#) for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for [Returning Users](#).

Your Applications	
Type	Submitted
You have started 3 applications using the following application types:	
<a href="#">Continuing and Professional Education</a>	2021
<a href="#">Continuing and Professional Education</a>	2021
<a href="#">Graduate Admissions</a>	2020

**Start New Application** [X]

University of Colorado Denver  
Graduate Admissions

[Create Application](#) [Cancel](#)

[Start New Application](#)



University of Colorado  
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3. A new pop-up screen titled "Application Details" will show the date you are starting the application and confirming you are completing the Graduate Admissions application. Click "Open Application".

### Applying to the University of Colorado Denver | Anschutz Medical Campus

You can access applications for a [redacted] account to start an application or [redacted] you can either create a new [redacted] Graduate Admissions application

- Graduate applicants
  - School of Education & Human Development
- Undergraduate applicants
- Nursing applicants (Degree)
- Non-degree Graduate applicants
- Non-degree Undergraduate applicants
- Continuing and Professional Education
- ESL Academy applicants [redacted] for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

Your Applications			
Type	Status	Started	Submitted

**Application Details**  
Started: 02/15/2022  
Status: In Progress  
University of Colorado Denver  
Graduate Admissions  
[Open Application](#) [Cancel](#)



4. Fill in all required information in the “Tell Us About Yourself” section, select “Continue”.  
**NOTE: For international students living outside of the US, select “99-Intl Student Not in US” as your visa type**

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### Tell us about yourself

Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

---

(\*denotes a **required** field)

**Name**

Prefix

First (Given)

Middle

Last/Surname (Family)

Suffix

Preferred First/Nickname

Other/Former Last Name.  
Do not enter former first names in this field

Former First Name



5. Fill in the fields in the Academic Interest GRAD section using the information below:
  - a. For the question “Are you interested in applying for a Doctorate or Masters – EdS, Licensure and/or Endorsements?” Please select “*Masters Only, EdS Only, or with Licensures, and/or Endorsements*”
  - b. For the dropdown option under “Masters Only, EdS Only, or with Licensures, and/or Endorsements,” scroll down to the School of Education & Human Development and select “*Early Childhood Education*”
  - c. For the dropdown option under “Please select one program option below,” select from Menu 1: Online Programs, “*Innovative Early Childhood Education (Boulder Journey School), Online*”
  - d. For the dropdown option “Please select the term you plan to enroll”, select “*Summer 2024*”

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### Academic Interest GRAD

Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

If you don't see the program you are applying to listed below, then this program may not be open for submission at this time. Please review your program's website for details on when it's open for application submission and when is the deadline.

---

\*denotes a required field.

Are you interested in applying for a Doctorate or Masters- EdS, Licensures and/or Endorsements? \*

Doctorate

Licensures and/or Endorsements Only

Masters Only, EdS Only, or with Licenses and/or Endorsements

Masters Only, EdS Only, or with Licenses and/or Endorsements\*

Early Childhood Education ▼

Please select one program option below

Menu 1: Online Programs\*

*\*Please be aware that starting in Summer 2023, all Early Childhood Education programs will ONLY BE OFFERED FULLY ONLINE*

Innovative Early Childhood Education (Boulder Journey School), Online ▼

Please select the term you plan to enroll\*

Summer, 2024 ▼

**Continue**





6. Complete the Academic History section.
  - a. Please provide one official transcript from every previous college/university attended in which you earned any college credit, including institutions at which you transferred credits and were granted a degree.
  - b. If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
  - c. *Transcripts must be sent directly from an institution to CU Denver to be deemed official. Transcripts are deemed unofficial if provided by the applicant.*
  - d. Send official transcripts to CU Denver at: [SEHD.admissions@ucdenver.edu](mailto:SEHD.admissions@ucdenver.edu).
  - e. DO NOT submit transcripts from foreign institutions. You will need to provide an international credential evaluation report from Educational Credential Evaluators (ECE) or World Education Services (WES). The cost of the credential evaluation is \$163 to \$208. Find more information about international transcript evaluation [here](#).
  - f. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs).
  - g. If you are not able to order electronic transcripts, you can temporarily provide unofficial transcripts for admission into the program. You will eventually need to provide official transcripts or you will have a registration hold after you begin your first semester.

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### Academic History

Please provide complete information all academic institutions you have attended since high school. This includes any and all campuses of the University of Colorado. **Do not enter where you went to high school.** You must have official transcripts mailed or emailed from each higher education institutions attended. Submit transcripts regardless of the length of time you have attended, whether you completed the classes or if they appear as transfer credit at a subsequent institution.

- Official transcripts exhibit the official seal and signature of a registrar or university official.
- Official transcripts must arrive in sealed envelopes from the institution or through the email transcript service from the institution
- Transcripts that are marked "student copy", or are otherwise unofficial, are not accepted as official and cannot be used in the final admission decision.
- While unofficial transcripts are not acceptable as final documents, they may be uploaded with the application prior to the official transcript arrival. We recommend that you upload documents in PDF format.
- If you have questions about official international transcripts, please contact [application@ucdenver.edu](mailto:application@ucdenver.edu) or visit the [International Admissions website](#) for more information.
- International transcripts require additional time for evaluation and processing.

It is recommended that domestic applicants with transcripts from international institutions allow additional time for evaluation and processing of these credentials by submitting the application 4-6 weeks before the posted deadline.

**Applicants applying to the Anschutz Medical Campus and programs within the College of Liberal Arts and Sciences, College of Engineering, Design and Computing, College of Architecture and Planning, College of Arts and Media or the School of Public Affairs**

Please enter information for all post-secondary institutions you have attended **except for the following:**

- Study abroad program undertaken as part of a degree from a US university, listed on the US university transcript

**Applicants applying within the School of Education and Human Development**

Please enter information for all post-secondary institutions you have attended **except for the following:**

- Short-term study abroad program (one semester or less) undertaken as part of a degree from a US university, listed on the US university transcript
- One semester or less of study at an institution located outside the United States

**Applicants applying within the Business School**

Please enter information for all post-secondary institutions you have attended **except for the following:**

- Study abroad program undertaken as part of a degree from a US university, listed on the US university transcript.
- One year or less of study at an institution located outside the United States

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		

Continue



7. **For International Students Only:** Enter test score results for English Language Proficiency testing.

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### Test Scores

Enter your self-reported test score results below. Please contact the department you're applying to determine what test is required, i.e. GRE, GMAT, TOEFL, IELTS, LSAT or MCAT. If you're an International applicant you maybe required to take, for example, both the GRE and TOEFL. If you have not taken the required test(s) for your program yet, then enter the test type, the date you intend to take the test and all 0's for the scores.

Once we receive your test from [ETS](#), then the scores you entered will automatically update to your official scores. We don't accept copies of GRE, GMAT or TOEFL scores. Please don't send paper copies of these tests. We will only accept scores that are electronically sent to us from ETS. IELTS and MCAT are the only exceptions to this rule.

**Applicable to Clinical Science Applicants Only:** If you are applying to Clinical Science, applicants are required to provide the Clinical Science program with test scores. This requirement is waived for applicants who have earned MS/MA or PhD from an accredited US School. International applicants are also expected to provide TOEFL scores. For GRE scores follow the instructions below. For MCAT scores please email a copy of your official score report, including the authentication key to [Amanda Whiting](#)

Please have [ETS](#) send your official test scores to:

The University of Colorado Denver  
Institution code 4875. >International Applicants- Please review test score requirements at the [International Admissions Website](#)

Date ▲	Type
--------	------

[Add Test](#)

[Continue](#)



8. Complete the Recommendations section. Click “Add Recommender” and a pop-up screen will appear to add contact information for your recommender.
  - a. Once you click “Send to Recommender”, an email will be sent to your recommender from CU Denver requesting a recommendation on your behalf. Your recommender will provide their recommendation to CU Denver to be uploaded with your application.
  - b. While the application states a minimum of three recommendations are required, you only need to submit two recommendations for this program.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Personal, Academic Interest, Academic History, Test Scores, Program Questions, Add'l Materials, How did you..., Student Contact, Residency, Signature, Promo Codes, and Review. The main content area is titled 'Recommendations' and contains the following text: 'A minimum of three (3) in some cases (4) letters of recommendation are required from previous instructors or employers who are able to comment on your abilities and potential for graduate study. Please ask your recommenders to: Watch for the email; they often miss it due to email filters. Check Spam.'

The 'Add Recommender' pop-up form is displayed over the main content. It includes the following fields and options:

- Format:**  To be submitted electronically by the recommender.  To be mailed by the recommender. [Print Paper Recommendation](#)
- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Organization:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.

Below the form fields, there is a note: 'Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.'

Further down, it states: 'Your name will be displayed to recommender as: Sara Van Dyke [Change](#)'

At the bottom of the pop-up, there is a privacy notice: 'Under the Family Education Rights and Privacy Act of 1974, which gives registered students the right to inspect and review their educational records, students may waive the right to see specific confidential statements and letters of recommendation. In the belief that applicants, and the persons with whom they request recommendations, may wish to preserve the...' and two buttons: 'Send To Recommender' and 'Cancel'.



9. Complete the Program Questions section.

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## Program Questions

Have you ever been dismissed or counseled out from a CU Denver School of Education & Human Development program?

Yes

No

\*denotes a **required** field.

### Additional Background Questions

\* **Question #1:** Have you ever had a teacher, principal, administrator or special services license, certificate or authorization or any other occupational permit, license, credential or equivalent document subjected to any disciplinary proceedings, including, but not limited to, annulment, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or an other state or place, or are you currently under investigation by any licensing or credentialing agency or organization?

Yes

No

\* **Question #2:** Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge, by any employer?

Yes



10. Complete the Supporting Materials section. This section includes your Letter of Intent (written statement), resume, and teaching license.

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## Supporting Materials

\*denotes a required field.

### Guidelines for Letter of Intent (Written Statement)\*

As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. Please include the following:

- Please address your letter. Dear (Program's Name) Faculty.
- Briefly introduce yourself. Show how your background and experience have prepared you for the program.
- Outline some core values and beliefs and how they will support your success in the program.
- Tell about your learning goals - what is it you hope to learn from the program, and how you hope to use that new knowledge.
- Describe your context including how you will engage with young children throughout the course work.
- Give an indication of your career plans and the contributions you hope to make after you complete the program.
- Students accepted to this program will select either the 14 month or 24 month program of study. While this will happen after an applicant accepts their admission, please share at this time, your desired program plan of study and your reasons.

Faculty will evaluate the statement using the following criteria:

- Your writing skills- fluency, grammar, mechanics, organization, and style.
- Your commitment to core values and to professional growth and development.
- Your ability to apply learning in context during the MA coursework.

No file chosen

### Resume or CV\*

Upload a resume or CV to support your application. Make sure to highlight your experience working/volunteering with children and the population served.

First browse for your document and then press upload. You will be able to upload either a Word or PDF document.

No file chosen

### License

Photocopy of most current teaching or special services license: Colorado Department of Education\*

No file chosen



## 11. Complete the GR Suspension and Criminal History section.

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### GR Suspension and Criminal History

The following 5 questions are in accordance with Colorado SB19-170, the "Ensuring Access to Higher Education Act".

The University of Colorado Denver values the success of every student as well as providing a safe environment for the university community. Understanding the life stories of each student is an important aspect of this process. Please note that any "Yes" responses to the questions below will NOT automatically disqualify you from consideration, but rather helps us to understand your life story and make a more informed admission decision.

\*denotes a **required** field.

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#### ACADEMIC MISCONDUCT

Are you currently under any pending investigations, facing allegations, OR been found responsible for an **academic misconduct violation** at any educational institution you have attended since **the 9th grade**?

You only need to report findings of responsibility for academic misconduct if your educational record reflects that you were assigned probation, suspension removal, dismissal and/or expulsion from the institution. *Please note, academic misconduct does not include probation or suspension for low grades.*

\*Do you have an Academic Misconduct Violation?

Yes

No



12. Complete the Residency section. Additional information will pop-up based on your response.

*Non-Colorado Resident (select "No")*

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## Residency

Do you currently or have you serve(d) as a Peace Corps Volunteer?

Yes

No

Do you plan to claim Colorado in-state tuition? \*

Yes

No

### Colorado Residency

It's important to accurately establish your residency, because it impacts you in a number of ways. Find [information](#) about the requirements for establishing Colorado residency, deadlines and more.

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**Continue**

*Colorado Resident (select "Yes")*

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## Residency

Do you currently or have you serve(d) as a Peace Corps Volunteer?

Yes

No

Do you plan to claim Colorado in-state tuition? \*

Yes

No

**Domicile Requirements- Please Read Carefully**

Colorado residency requires a domicile in Colorado for 12 continuous months on or prior to the first day of classes of each semester. Both physical presence and evidence of intent (see below) must be in place. A "qualified individual" must reside in Colorado with the intent to make Colorado their primary permanent home and legal residence. The fact that an individual does not qualify for residency in any other state does not guarantee Colorado residency.

Evidence of intent to make Colorado your permanent home and legal residence is demonstrated by giving up all your legal ties with your prior state and establishing them with Colorado for 12 continuous months. Proof that demonstrates evidence of intent, as specified by the residency statute, may include all the following:	Evidence of legal ties outside of Colorado during the domicile year that demonstrate residency in another state may include the following:
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13. Complete the Application Fee Waiver Code question.

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## Application Fee Waiver Code

Fee waiver code

Do you have an application fee waiver code? If you are a Veteran / Military Student, then the fee is automatically waived based on the answers you provided in the residency section of the application. You must choose that you are a Veteran/Military Student even if you are US Citizen as well. If you are a Veteran / Military Student, and you still come to the payment portal, please exit out and the system

will update within 24hours.

Yes

No

**Continue**





- 14. Use the Review section to ensure you have completed all required fields. Correct any fields listed in red. Submit your application upon completion and pay the application fee.

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**Review**

## Review

**Note:** If you are applying for a dual degree program through the CU Denver Business School, you will only need to submit one application. Please contact [BSchool.Admissions@ucdenver.edu](mailto:BSchool.Admissions@ucdenver.edu) for more information on how to apply.

We have detected the following errors with your application.  
These errors must be corrected before submission.

Section	Required Field or Error
<a href="#">Personal</a>	Missing Mailing Address
<a href="#">Personal</a>	Missing Name or Birthdate Information
<a href="#">Academic History</a>	GRAD_Missing Academic History
<a href="#">Recommendations</a>	Enter at least 2 recommendations
<a href="#">Recommendations</a>	Enter at least 2 recommendations
<a href="#">Program Questions</a>	Missing Dismissed Question

### Step 3: Monitor your email

All communication regarding the status of your application, questions we may have and admissions decisions will be sent to the email address you provide in your application.

### Step 4: Financial Aid & Scholarships

You can learn about financial aid and scholarship opportunities through the [Student Finances webpage](#).

Questions? Contact Sara Van Dyke at [sara.vandyke@ucdenver.edu](mailto:sara.vandyke@ucdenver.edu).