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.
**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.

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

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”.

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**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.

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**Your Applications**

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<th>Type</th>
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<tr>
<td>Graduate Non-Degree Admissions</td>
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<td>Continuing and Professional Education</td>
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<td>Continuing and Professional Education</td>
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Start New Application
2. A pop-up screen titled “Start New Application” will appear with Graduate Admissions as the application type. Click “Create Application”.

![Image of pop-up screen with options to start a new application]
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”.
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.
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 Licenses, and/or Endorsements”
   b. For the dropdown option under “Masters Only, EdS Only, or with Licenses, 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”
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.
   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.
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 may be 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 “N/A” 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 Whittington.

Please have ETS send your official test scores to:

The University of Colorado Denver
Institution code 4570.

**International Applicants:** Please review test score requirements at the [International Admissions Website](#).

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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.
9. Complete the Program Questions section.

**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, suspension, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or another 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.

**Supporting Materials**

*denotes a required field.

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

As an applicant to this program, you are required to include a letter of intent that describes your interests, 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.
- Talk 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 be engaged 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.

[Choose File] 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.

[Choose File] No file chosen

**License**

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

[Choose File] No file chosen

[Continue]
11. Complete the GR Suspension and Criminal History section.

**GR Suspension and Criminal History**

The following 5 questions are in accordance with Colorado SB15-170, 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.*

**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”)**

[Image of the Residency section for non-residents]

**Colorado Resident (select “Yes”)**

[Image of the Residency section for residents]

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**Domestic 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:
13. Complete the Application Fee Waiver Code question.

**Application 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 24 hours.

- [ ] 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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**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).