

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:

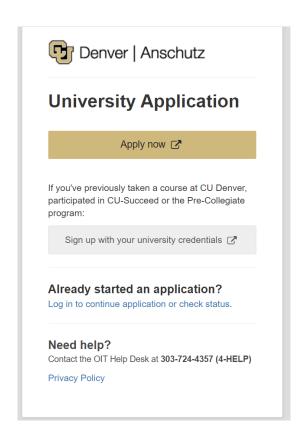
- Current resume or curriculum vita
- Two letters of recommendation
- One official transcript from every previous college/university attended in which you earned any
  college credit, including institutions at which you transferred credits and were granted a degree.
  Unofficial transcripts are acceptable 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 <a href="here">here</a>.
- 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.

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

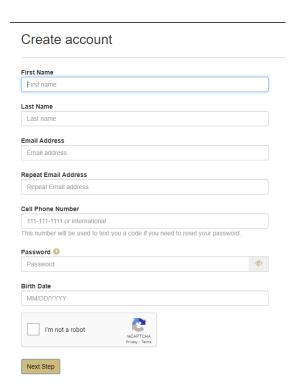




### **New Account**

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".

### 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.

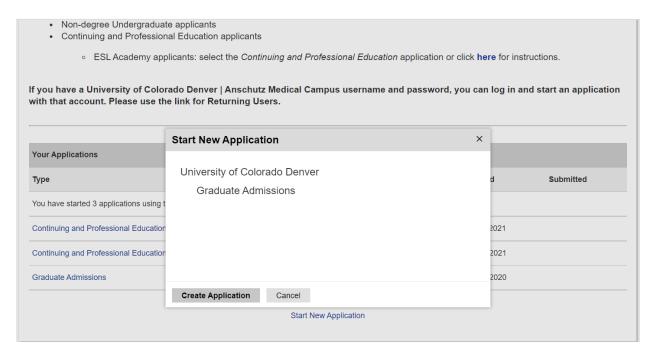
If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

Your Applications			
Туре	Status	Started	Submitted
You have started 5 applications using this account.			
Graduate Non-Degree Admissions	In Progress	03/10/2021	
Continuing and Professional Education	In Progress	03/10/2021	
Continuing and Professional Education	In Progress	03/01/2021	
Graduate Admissions	In Progress	03/01/2021	
Continuing and Professional Education	In Progress	01/06/2021	

Start New Application

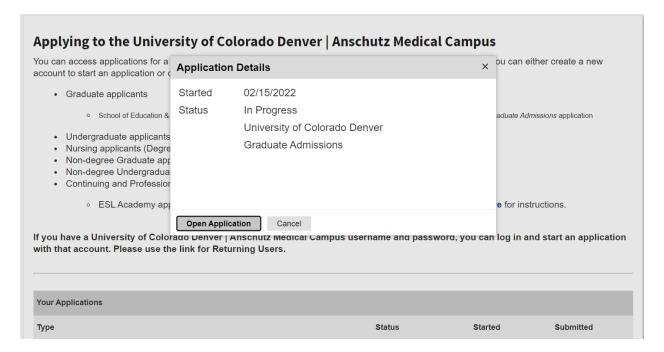


2. A pop-up screen titled "Start New Application" will appear with Graduate Admissions as the application type. Click "Create Application".





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".





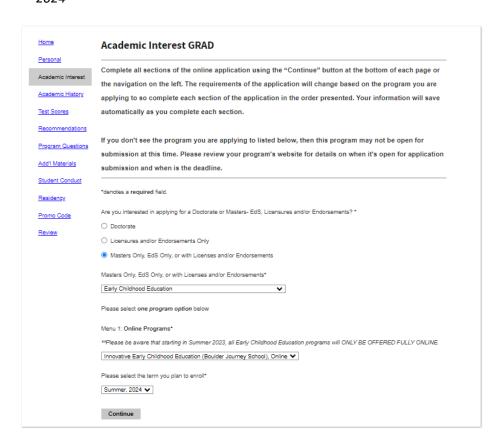
4. Fill in all required information in the "Tell Us About Yourself" section, select "Continue".

NOTE: For international students living outside of the US, select "99-Intl Student Not in US" as your visa type

nic Interest nic History ores mendations n Questions	bottom of each pa application will cl each section of th	ions of the online application using the "Continue" button at the age or the navigation on the left. The requirements of the hange based on the program you are applying to so complete ne application in the order presented. Your information will save you complete each section.
aterials	Name	
Lyou hear?  Conduct re	Prefix  First (Given)  Middle  Last/Surname (Family)  Suffix  Preferred First/Nickname  Other/Former Last Name.  Do not enter former first	Continuing  Education

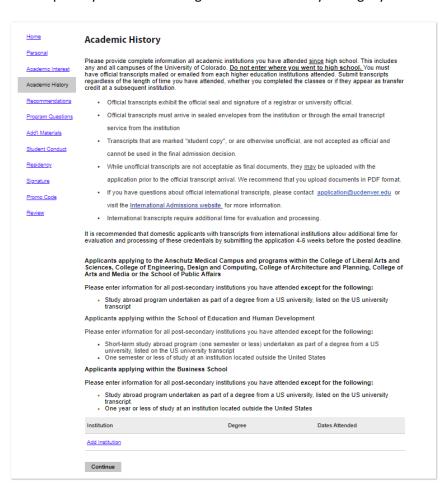


- 5. Fill in the fields in the Academic Interest GRAD section using the information below:
  - a. For the question "Are you interested in applying for a Doctorate or Masters EdS, Licensure and/or Endorsements?" Please select "Masters Only, EdS Only, or with Licensures, and/or Endorsements"
  - b. For 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"



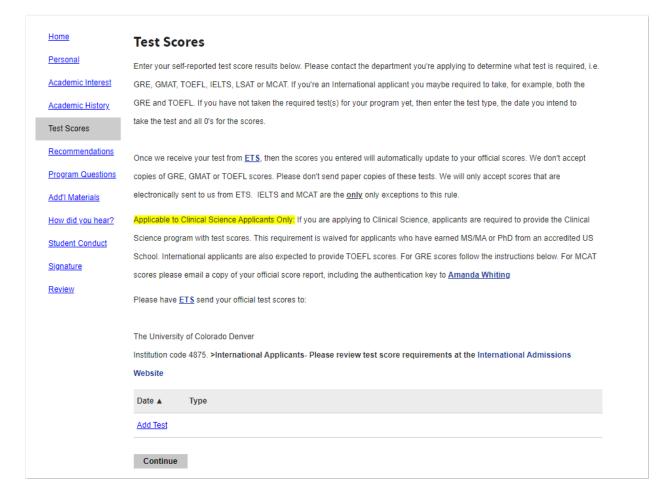


- 6. Complete the Academic History section.
  - a. Please provide one official transcript from every previous college/university attended in which you earned any college credit, including institutions at which you transferred credits and were granted a degree.
  - b. If your institutions allow, it is 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.



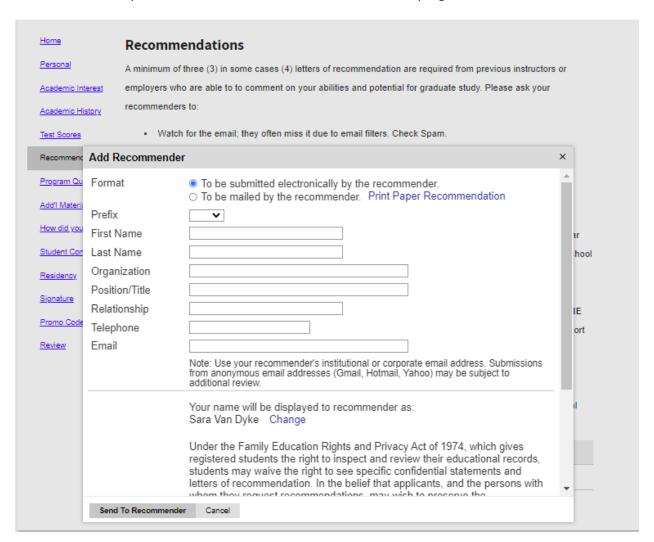


# 7. **For International Students Only:** Enter test score results for English Language Proficiency testing.





- 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.

<u>Home</u>	Program Questions	
Personal		
Academic Interest		
Academic History	Have you ever been dismissed or counseled out from a CU Denver School of Education & Human Development program?	
Recommendations	○ Yes	
	○ No	
Program Questions	*denotes a <b>required</b> field.	
Add'l Materials		
Student Conduct	Additional Background Questions	
<u>Residency</u>	* Question #1: Have you ever had a teacher, principal, administrator or special services license, certificate or authorization or any	
<u>Signature</u>	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	
Promo Code	document in Colorado or an other state or place, or are you currently under investigation by any licensing or credentialing agency or	
Review	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	



Continue

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

## Home **Supporting Materials** Personal \*denotes a required field. Academic Interest Guidelines for Letter of Intent (Written Statement)\* Academic History As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and Test Scores some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. Please Recommendations include the following: Program Questions · Please address your letter, Dear (Program's Name) Faculty. Add'l Materials Briefly introduce yourself. Show how your background and experience have prepared you for the program. How did you hear? · Outline some core values and beliefs and how they will support your success in the program. Student Conduct . 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. Residency . Give an indication of your career plans and the contributions you hope to make after you complete the program. Signature . Students accepted to this program will select either the 14 month or 24 month program of study. While this will happen after Promo Code an applicant accepts their admission, please share at this time, your desired program plan of study and your reasons Review 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



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

<u>Home</u>	GR Suspension and Criminal History
<u>Personal</u>	The following 5 questions are in accordance with Colorado SB19-170, the "Ensuring Access to Higher Education Act".
Academic Interest	······································
Academic History	The University of Colorado Denver values the success of every student as well as providing a safe environment for the university
Recommendations	community. Understanding the life stories of each student is an important aspect of this process. Please note that any "Yes" responses
Program Questions	to the questions below will NOT automatically disqualify you from consideration, but rather helps us to understand your life story and
Add'l Materials	make a more informed admission decision.
	*denotes a <b>required</b> field.
Student Conduct	
<u>Signature</u>	ACADEMIC MISCONDUCT
Promo Code	
Review	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
	O No



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

Non-Colorado Resident (select "No")

Home	Residency
Personal	Do not a support to a bour and a support of the sup
Academic Interest	Do you currently or have you serve(d) as a Peace Corps Volunteer?  Yes
Academic History	
	No
Test Scores	Do you plan to claim Colorado in-state tuition? *
Recommendations	○ Yes
Program Questions	No
Add'l Materials	Colorado Residency
Student Conduct	It's important to accurately establish your residency, because it impacts you in a number of ways. Find information about the
Residency	requirements for establishing Colorado residency, deadlines and more.
Promo Code	
Review	Continue

## Colorado Resident (select "Yes")

<u>Home</u>	Residency	
Personal	Do you currently or have you serve(d) as a Peace Corps Volunteer?	
Academic Interest	O Yes	
Academic History	No	
Test Scores	Do you plan to claim Colorado in-state tuition? *	
Recommendations	Yes	
Program Questions	○ No	
Add'l Materials	Domicile Requirements- Please Read Carefully	
Student Conduct	Colorado residency requires a domicile in Colorado for 12 continuous months on or prior to	o the first day of classes of each
Residency	semester. Both physical presence and evidence of intent (see below) must be in place. A	•
Promo Code	Colorado with the intent to make Colorado their primary permanent home and legal reside	nce. The fact that an individual does
Review	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	Evidence of legal ties outside of Colora
	demonstrated by giving up all your legal ties with your prior state and establishing them	during the domicile year that demonstr
	with Colorado for 12 continuous months. Proof that demonstrates evidence of intent, as	residency in another state may include
	specified by the residency statute, may include all the following:	following:

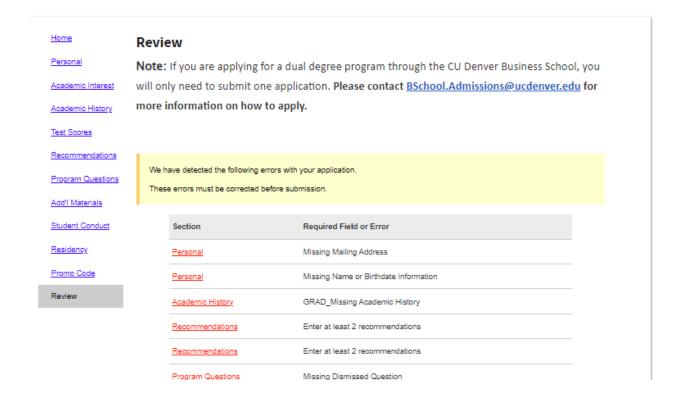


13. Complete the Application Fee Waiver Code question.

<u>Home</u>	Application Fee Waiver Code
Personal	Fee waiver code
Academic Interest	
Academic History	Do you have an application fee waiver code? If you are a Veteran / Military Student, then the fee is automatically waived based on the
December	answers you provided in the residency section of the application. You must choose that you are a Veteran/Military Student even if you
Recommendations	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
Program Questions	will update within 24hours.
Add'l Materials	○ Yes
Student Conduct	○ No
Residency	Continue
<u>Signature</u>	
Promo Code	
Review	



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.



### 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 <a href="mailto:sara.vandyke@ucdenver.edu">sara.vandyke@ucdenver.edu</a>.