
The following directions must be used for application to the following program:

**· Educational Administration (EADM)
Weekend School Executive Preparation Program (WSEPP)
Certificate or Certificate & Master's Degree**

The Weekend School Executive Preparation Program provides area educators the opportunity to earn their license to become a principal. This cohort-based program is taught by DU faculty and clinical professionals from local school districts on weekends and evenings.

For more information about this program, please visit our website at www.du.edu/education

The following materials can be found in this supplemental application packet:

- An application checklist
- Detailed directions on how to apply

Application Deadline:
Fall 2010: May 1, 2010
(Priority deadline)

All items listed below must be completed and included as part of your application for full consideration.

Please refer to the detailed directions in this packet for submitting the following information:

- ❑ University of Denver On-line Application for Graduate Admission
- ❑ \$60 Application Fee (non-refundable)
- ❑ One Official Transcript from ***all*** colleges and universities attended
- ❑ Current Professional Resume/CV
- ❑ Statement of Professional Goals
- ❑ Professional Educator License (copy)
- ❑ 2 Letters of Recommendation (Certificate) / 3 Letters of Recommendation (Certificate & MA)

1) Apply to DU online using the following instructions:

The University of Denver (DU) Graduate Studies Application is submitted electronically.

The on-line application is available at <http://www.du.edu/grad/admissions/index.html>.

In the left-hand column under “Graduate Admissions” click on “Apply to DU”.

Establish your user ID and Password (save for later use).

- **College:** *Education*
- **Degree:** Select *Master of Arts* **(if you intend to complete both the Certificate and Master’s Degree)**

OR

Select *Certificate* **(if you are interested in only earning the Certificate in principal licensure)**

- **Major:** *Educational Administration & Policy Studies*
- **Concentration:** *Denver*
- **Admission Term:** *Fall 2010*

International Students:

All international applicants must concurrently apply through the DU Office of International Student Admissions. Please note additional fees may apply. Applicants should call 303.871.3119 or email intladm@du.edu for more information and further assistance in this process.

International applicants, or applicants who do not hold a degree from an institution where English was the primary language of instruction, must take the TOEFL (Test of English as a Foreign Language). For more information on taking the TOEFL, visit www.ets.org/toefl.

2) Pay the DU Application Fee

The non-refundable \$60.00 application fee can be paid by credit card at the time of DU online application or may be mailed directly to the Office of Graduate Admissions:

University of Denver
Office of Graduate Admissions
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

*Please make checks payable to the University of Denver. Your application cannot be processed until this fee is paid/received.

3) Transcripts**

One official transcript is required from every college and/or university you have attended for one or more semester hours, including study abroad programs, even if transfer coursework from multiple schools is summarized on the transcript from the degree-granting institution.

Transcripts must be received in sealed envelopes, signed across the back by the Office of the Registrar in order to be considered official. Please have official transcripts mailed directly to the Office of Graduate Admissions at the University of Denver (see address above).

**If you have previously attended DU you will not need to order transcripts from the Office of the Registrar at the University of Denver. On your online application, please be sure to indicate when you matriculated as a student at the University.*

***If you applied to DU within the past year, please indicate this on your online application. Any transcripts previously submitted to DU) can be used with your current application.*

If you have any questions about which transcripts the university has record of, please call the Office of Graduate Admissions directly: 303-871-2831.

4) Current Professional Resume/CV

All applicants are required to submit a current, professional resume or CV.

Please upload this document with your online application under “Supplemental Documents”.

5) Statement of Professional Goals

All applicants are required to submit a statement of professional goals discussing their desire to matriculate through the Weekend School Executive Preparation Program. Statements should be no longer than two pages.

6) Professional Educator License

All applicants are required to submit a copy of their Professional Educator License. The Colorado Department of Education (CDE) requires that all applicants have at least three (3) years of teaching/leading experience in order to earn a Type D Principal License.

Please upload a copy of this document with your online application under “Supplemental Documents”. You may also mail a copy of your license directly to the Office of Graduate Admissions (please refer to address in # 2).

7) Letters of Recommendation

*Each applicant will be asked to provide the names and email address for their recommenders upon submitting their online application.**

Certificate only applicants are required to provide contact information for two (2) recommenders.

Certificate & MA applicants are required to provide contact information for three (3) recommenders.

****Please note:*** Requests for letters of recommendation will not be sent to recommenders until the applicant clicks "Submit" on their online application (this is only possible once all required materials are uploaded/submitted).

It is important not to wait until the application deadline to submit all required materials as it would be best to give your recommenders ample time to submit their recommendations online.