

These application directions must be used for application the following program:

**Higher Education (HED) Leadership & Organizational Change for Professionals (LOCP)
Master's (MA):**

This program is designed for administrative professionals with five or more years experience in supervisory roles in higher education. It offers a master's degree concentration in leadership and organizational change for current professionals.

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 overall application checklist
- Directions on how to apply (which includes detailed information on the different application components).

Application deadline:
May 17, 2010
(for Fall 2010)

APPLICATION REQUIREMENTS

All items listed below must be completed and included as part of your application for full consideration. The admissions committee will not review incomplete applications.

You may submit your application once you have taken the required exams and requested that your scores be sent to the University of Denver

All items listed in BOLD are to be uploaded online by the applicant for submission unless otherwise noted. Please refer to the detailed directions in this packet for submitting this information.

- On-line Application for Graduate Admission
- One (1) Official Transcript from each college/university where at least 1 credit has been earned, mailed directly to the Office of Graduate Admissions.
- Letter of Organizational Support* (**OPTIONAL**)
- 3 Letters of Recommendation** (uploaded by recommenders)
- Statement of Professional Goals**
- Current Vita/Resume**
- \$60 Application Fee
 - The application fee may be paid with a credit card, but only at time of submission. You cannot pay the fee on-line once you have submitted your application. The application fee may also be paid on a bank draft or personal check drawn on a U.S. bank.*

*McNair Scholars may request the application fee to be waived by submitting proof of status as a McNair Scholar to: Office of Graduate Admissions, Mary Reed Building, Room 5, 2199 S. University Blvd., Denver, CO 80208-4802

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”.
- **NOTE: The program-specific instructions listed in this packet supersede the general instructions available on the DU admissions web page.**

Please use the following information for the on-line DU application:

- **College:** *Education*
- **Degree:** *MA- Master of Arts*
- **Major:** *Higher Education*
- **Concentration:** *Select Leadership & Organizational Change*
- **Admission Term:** *Autumn Quarter*
- ****If you have attended DU in the past, please make sure to note this when filling out your online application so that the Office of Graduate Admissions will request your transcripts from the Registrar on your behalf.***

International Students:

All international applicants must concurrently apply through the DU Office of International Student Admissions. Please note additional fees may incur. 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) exam in addition to the GRE or MAT. For more information on taking the TOEFL, visit www.ets.org/toefl.

TRANSCRIPTS

Each applicant must send one (1) copy of official transcripts (signed and sealed) from all colleges/universities attended to the following address:

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

LETTER OF ORGANIZATIONAL SUPPORT

Applicants may submit a Letter of Organizational Support, however, this is optional. If an applicant chooses to submit this letter, it should be mailed directly to the Office of Graduate Admissions (please refer to address listed above) in a sealed and signed envelope.

LETTERS OF RECOMMENDATION

Each applicant will be asked to provide the names and email addresses of three (3) recommenders upon submitting their online application*.

**Please note: An email requesting a letter of recommendation will not be sent to the recommenders listed until the applicant uploads all of the required materials and clicks 'submit' on their online application. Your recommenders will be required to submit their recommendations online.*

STATEMENT OF PROFESSIONAL GOALS

Each applicant must submit a statement of professional goals; the statement should be approximately 2-3 pages, typed and double-spaced. Please upload this document online under "Supplemental Documents".

Please discuss the following in your statement:

- Your personal, educational, and employment experiences that have shaped your desire for advanced study.
- A statement of your professional objectives and how you arrived at them.
- An explanation of what you hope to obtain from your chosen concentration and how you intend to apply it professionally.

CURRENT RESUME/ VITA

Each applicant must upload a current resume/vita. This document should be uploaded with the online application under "Supplemental Documents".

Please detail the following information in your resume/vita: educational, professional, and volunteer experiences.