

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

Higher Education (HED) Master's Program (MA):

This Program is designed to prepare students for entry- and mid-level academic administrative positions working directly with both traditional students and adult learners. Work-settings include areas such as residence, student activities, or athletics.

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:
January 4, 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.
- Graduate Record Exam (GRE) official score report (taken within the last five years)
- 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 College Student Development, Diversity & Higher Learning or Governance & Organization*
- **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

All applicants are required to take the Graduate Record Examination (GRE) General Test request that their scores be reported to the University of Denver.

Graduate Records Exam

The **Graduate Record Examinations (GRE) General Test** measures verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills that have been acquired over a long period of time and that are not related to any specific field of study.

If you have taken the exam within the past 5 years, you should request that an official score report be sent to the University of Denver. If you took the exam more than 5 years ago you will need to retake the exam.

For information on GRE and testing site locations, contact the Educational Testing Service (ETS) at 866.473.4373 or visit the GRE website at www.gre.org. The GRE is offered in computer format and is available at testing sites on a daily basis.

When registering for the GRE, the institution code for the University of Denver is **R4842**. *You must request that ETS forward your results directly to the University of Denver for admissions purposes.*

Please allow three to four weeks after you take the test for your scores to be received by the University. You may report your unofficial scores on your application, however a complete application requires an official score report.

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.