
These supplemental materials must be used for application the following program:

Library and Information Science (LIS) Advanced Certificate in Law Librarianship:

The DU-LIS Law Librarianship specialization provides students with the knowledge, skills and abilities needed to succeed in today's specialized legal information field. Designed to combine general and subject specific competencies with experiential opportunities, the Law Librarianship specialization prepares students for work in a variety of legal information settings.

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

*Applicants must have the following **minimum qualifications** to be considered for admission:*

- MLIS degree or JD

Application deadlines:
Fall 2010: December 1, 2009

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.

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
- ❑ **Current Resume**
- ❑ One copy of official (sealed and signed) transcripts from all colleges and/or universities attended mailed directly to the Office of Graduate Admissions.
- ❑ \$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 and mailed directly to the Office of Graduate Admissions.

*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

Updated 11/09

ON-LINE APPLICATION FOR GRADUATION ADMISSION

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:** *Cert- Graduate Certificate*
- **Major:** *Library and Information Science*
- **Concentration:** *Law Librarianship*
- **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 knows to request your transcripts from the Registrar.***

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.

CURRENT RESUME

Each applicant must upload a current resume which highlights your employment history, professional accomplishments and your academic background. This document should be uploaded with the online application under “Supplemental Documents”.

TRANSCRIPTS

Each applicant must send one 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