

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

· **Library and Information Science Master's Degree Program (MLIS):**

The Master's of Library and Information Science (MLIS) degree prepares graduates to serve in school, public, academic or specialized libraries, archives, and in business or corporate settings where the effective information management of information is crucial.

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 and the essay prompts).

***The application deadline is December 1, 2009
(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.

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
- ❑ **3 Letters of Recommendation** (*uploaded by recommender*)
- ❑ **Statement of Professional Goals**
- ❑ **Current Resume**
- ❑ **Experience Summary**
- ❑ *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.

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:** *MLIS*
- **Major:** *Library & Information Science*
- **Concentration:** *Choose your preferred area of concentration*
- **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.

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.

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. This statement should be uploaded with the online application under "Supplemental Documents".

In your own words, please explain your reasons for pursuing graduate study in the Library and Information Science program. You should include/address:

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

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".

EXPERIENCE SUMMARY

All applicants are required to submit an Experience Summary. Please download and complete the Experience Summary Form. This form 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