



Morgridge College  
of Education

**University of Denver, Morgridge College of Education  
Library and Information Science Program  
Master's Degree Admission and Application Instructions**

**Deadlines**

Students should refer to the LIS website, [www.du.edu/LIS](http://www.du.edu/LIS), under "APPLY NOW" for application deadline dates.

**Entrance Examinations**

No entrance examinations are required for admission to the LIS program. International students should visit the Graduate Studies website at [www.du.edu/grad](http://www.du.edu/grad) for examination information.

**Financial Aid**

The University of Denver requires that all graduate students submit the Free Application for Federal Student Aid (FAFSA). The FAFSA is updated annually and assesses the financial need of a student. Fall quarter applicants should submit the FAFSA by February 20. Obtain forms from the Office of Student Financial Services, University of Denver, University Hall, Room 223, Denver, CO 80208; (303) 871-4900, [www.du.edu/finaid](http://www.du.edu/finaid); or check the FAFSA web page at [www.fafsa.gov](http://www.fafsa.gov).

**Transcripts**

Send with your application **two** official transcripts from every college and/or university you have attended. Although some transcripts summarize an applicant's record from several institutions, we require official transcripts from each institution. These transcripts must be in sealed envelopes, signed across the back by the registrar. **DO NOT OPEN THE ENVELOPES.** Unofficial transcripts are unacceptable. Students who have attended DU must request the Registrar's Office send official transcripts to the LIS program.

Note: If you are a college senior, do not delay submitting application materials; as soon as grades for the first term of your senior year are available, send two copies to the Graduate Studies Office. College seniors admitted to the LIS program will need to send two official copies of final transcripts to certify the completion of undergraduate degree program requirements and the degree awarded. When requesting official transcripts, please make sure that the degree is posted on the transcript.

**Recommendations**

Three (3) letters of recommendation are required. The forms are available on-line through the LIS website section, "APPLY NOW." The applicant should enclose an envelope and ask the writer to return the recommendation to him/her in that envelope after sealing it and signing across the back flap. All recommendations are to be included with application materials.

**Resume**

Please include a brief resume highlighting your employment history, your professional accomplishments, and your academic background.

### **Experience Summary**

Please complete the Experience Summary and return it with your packet.

### **Statement of Professional Goals Essay**

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

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.

The essay should be approximately 2-3 pages, typed and double-spaced. You may attach additional sheets as necessary.

To ensure proper and timely processing of your application, please send all the application materials in ONE packet to:

**University of Denver  
Office of Graduate Admissions  
2197 S. University Blvd.  
University Hall, Room 216  
Denver, CO 80208**

## LIS SUPPLEMENTAL ADMISSION MATERIALS

Name: \_\_\_\_\_

### Experience Summary

Please complete this form in addition to providing your resume. Please include length of time (years, months) involved in each experience. Attach additional sheets if necessary. Some applicants may not have experience in all categories. Experience in a library or educational setting is not required for admission to the LIS program

#### Paid Experience

1.	List paid library experience. Position	Employer	Years / Months
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2.	List paid teaching experience. Position	Employer	Years / Months
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#### Volunteer Experience

3.	List part-time volunteer experience in education and/or library environments and your frequency of involvement. Position	Organization	Years/Months
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4.	List experience as a volunteer on a board or committee and your frequency of involvement. Position	Organization	Years/Months
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