

## CERTIFICATE PROGRAM APPLICATION CHECKLIST

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**Complete Application**

Online application is available at: [www.du.edu/korbel](http://www.du.edu/korbel).

**Application Fee**

A \$60 online application fee is required.

**An Official Transcript from each undergraduate institution** (including English translations when applicable)

Sent in an official envelope bearing an official stamp from the Registrar's Office across the envelope's seal.

**Letters of Recommendation**

Two letters of recommendation sent through our online system (preferred) or in sealed envelopes with the recommender's signature across the seal.

**Statement of Purpose**

A 500 to 750 word essay which describes your career goals and objectives and how the proposed degree program at the Josef Korbel School will help in the achievement of those goals.

**Resume/Curriculum Vitae (CV)**

Please submit this document through the online application.

**Proof of Permanent Residence (U.S. Visa Holding Residents Only)**

**SUBMIT ALL APPLICATION MATERIALS TO:**

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

**QUESTIONS ABOUT YOUR APPLICATION?**

(T): 303-871-2706  
(F): 303-871-4942  
(E): [gradinfo@du.edu](mailto:gradinfo@du.edu)

**QUESTIONS ABOUT OUR PROGRAMS AND SCHOLARSHIPS?**

Contact the Josef Korbel School's Office of Grad Admissions  
(T): 303.871.2544  
(E): [korbeladm@du.edu](mailto:korbeladm@du.edu)  
(W): [www.du.edu/korbel](http://www.du.edu/korbel)

**QUESTIONS ABOUT PRIVATE LOANS?**

Contact the University of Denver's Office of Financial Aid  
(T): 303.871.4020 (F): 303.871.2341  
(E): [finaid@du.edu](mailto:finaid@du.edu)  
(W): [www.du.edu/finaid/](http://www.du.edu/finaid/)