

# APPLICATION PROCESS CHECKLIST

## Music Certificate Programs

Following are the simple steps to apply for Lamont School of Music Certificate Programs at the University of Denver. If you have any questions about the process, please contact the Office of Graduate Studies at [gradinfo@du.edu](mailto:gradinfo@du.edu).

### APPLY ONLINE / APPLICATION DEADLINES

- Applications for Lamont School of Music Certificate Programs at the University of Denver must be submitted online. To apply online, visit: <https://du-grad.edu.185r.net/application>.
- Admission applications are reviewed on a rolling basis for fall, winter and spring quarters; however, starting the program in the fall quarter is preferable. Scholarship priority will be given to those who apply for fall and submit all online materials and supplemental materials before **January 15**.
- A \$65 non-refundable application fee is required for an application to be processed. Application fee waivers are available for McNair Scholars.

### COURSE AND DEGREE PREREQUISITES AND REQUIREMENTS

- Proof of a bachelor's degree is required from a regionally accredited college or university.

### TRANSCRIPTS

- Applicants are required to submit an official transcript from each post-secondary institution they have attended, or are presently attending, where two quarter hours (or one semester hour) or more were completed including study abroad and college coursework completed in high school.
- The applicant is responsible for obtaining all transcripts. DU students and alumni do not need to provide DU transcripts. Applicants who have earned a degree outside the U.S. must submit transcripts accompanied by certified English translations, if not normally issued in English.
- Official study abroad transcripts are required unless the course titles, grades and credit earned abroad appear on another transcript. Transcripts from outside of the U.S. are evaluated by the Office of International Student Admission. This process can take three to four weeks and must be complete by the program's stated deadline. Therefore, **applicants with a degree from outside of the U.S. are encouraged to apply early**. Applicants educated outside the U.S. are encouraged to contact the Office of Graduate Studies for assistance regarding transcript-related materials.
- The University of Denver will consider electronic transcripts official from a domestic institution provided by the following approved agencies: Army/American Council on Education Registry Transcript System (AARTS); Docufide/Parchment; National Student Clearinghouse; Naviance; Royall and Company; and, Scrip-Safe.

LANGUAGE PROFICIENCY

- Official scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) are required of all graduate applicants, regardless of citizenship status, whose native language is not English or who have been educated in countries where English is not the native language. Applications will not be processed until the required TOEFL or IELTS score is received. The TOEFL and IELTS scores are valid for two years from the test date. The minimum TOEFL score accepted by the University is 80 (iBT) or 550 (paper-based). The institution code for the University of Denver is 4842. The minimum IELTS score accepted by the University is 6.0. Graduate Teaching Assistants (GTAs) must demonstrate fluency in spoken English by scoring a 26 on the TOEFL speaking section or 8.0 on the IELTS speaking section. Please see the Graduate Policy Manual for complete English language proficiency requirements.
- Applicants may be exempted from English proficiency test requirements if by the time of matriculation they have earned a post-secondary degree from a formally-recognized/accredited university where the language of instruction and examination is English. Such applicants may be exempt from the TOEFL/IELTS requirement but not from other standardized graduate entrance examinations.

 PERSONAL STATEMENT

- A personal statement of at least 300 words is required. Your statement should include information concerning your life, education, experiences, interests and reason for applying to DU. The statement should be submitted via upload through the online application process.

 RESUME

- The resume is required and should be submitted via upload through the online application process.

 RECOMMENDATION LETTERS

- Suzuki applicants: Two (2) letters of recommendation are required. Recommendations must speak to the applicant's character because of the interaction students in the program will have with both the general public and children.
- Conducting applicants: Three (3) letters of recommendation are required. Recommendations must come from people who have seen the applicant conduct.
- It is optional for all other applicants to submit recommendation letters.

 SUBMIT THE FOLLOWING TO THE LAMONT SCHOOL OF MUSIC, OFFICE OF ADMISSION

- Jazz and Commercial Music Certificate applicants: Submit a pre-screen video recording to the Lamont Audition Drop Box (<https://app.decisiondesk.com/clients/lamontadmissions/apply>).
- Voice Certificate applicants: Submit a pre-screen video recording to the Lamont Audition Drop Box (<https://app.decisiondesk.com/clients/lamontadmissions/apply>).
- All other Certificate applicants need to schedule and complete a Music Audition. Audition information and requirements can be found online at [www.du.edu/ahss/schools/lamont/admissions/auditionInformation.html](http://www.du.edu/ahss/schools/lamont/admissions/auditionInformation.html).

## FINANCIAL SUPPORT

- To be considered for financial support, domestic applicants should apply early and submit the **Free Application for Federal Student Aid (FAFSA)** by the priority deadline, February 15.
- Information about financial aid can be found on the Office of Financial Aid website ([www.du.edu/apply/gradfinaid](http://www.du.edu/apply/gradfinaid)). International students are not eligible for federal financial aid.
- Some programs provide competitive awards in the form of fellowships and/or assistantships. Contact your academic program for more information.

## APPLICATION STATUS

- We encourage you to be actively engaged in the admission process. You can check your application status online at <https://webcentral.du.edu>.

## MAILING ADDRESS

- Mail official transcripts and any supplemental admission materials not submitted with the online application to: University of Denver Office of Graduate Studies Mary Reed Building, Room 5 2199 S. University Blvd. Denver, CO 80208-4802

## INTERNATIONAL APPLICANTS

- For complete international applicant information, please visit the Office of Graduate Studies International Student Application Information. International applicants are strongly encouraged to have their applications complete at least eight weeks prior to the program's application deadline.

*The Graduate Policy Manual (<http://www.du.edu/media/documents/graduates/gradpolmanual.pdf>) provides complete details regarding admission requirements.*

## Artist Diploma

Following are the simple steps to apply for the Lamont School of Music Artist Diploma at the University of Denver. If you have any questions about the process, please contact the Office of Graduate Studies at [gradinfo@du.edu](mailto:gradinfo@du.edu).

### APPLY ONLINE / APPLICATION DEADLINES

- Applications for the Artist Diploma at the University of Denver must be submitted online. To apply online, visit: <https://du-grad.edu.185r.net/application>.
- All online materials must be submitted, and all supplemental materials must be postmarked, by the program's stated deadline: **December 15**, for the fall quarter only.
- A \$65 non-refundable application fee is required for an application to be processed. Application fee waivers are available for McNair Scholars.

### COURSE AND DEGREE PREREQUISITES AND REQUIREMENTS

- Proof of a high school diploma is required; however, an undergraduate degree is not necessary.

### TRANSCRIPTS

- Applicants are required to submit an official transcript from each post-secondary institution they have attended, or are presently attending, where two quarter hours (or one semester hour) or more were completed including study abroad and college coursework completed in high school.
- The applicant is responsible for obtaining all transcripts. DU students and alumni do not need to provide DU transcripts. Applicants who have earned a degree outside the U.S. must submit transcripts accompanied by certified English translations, if not normally issued in English.
- Official study abroad transcripts are required unless the course titles, grades and credit earned abroad appear on another transcript. Transcripts from outside of the U.S. are evaluated by the Office of International Student Admission. This process can take three to four weeks and must be complete by the program's stated deadline. Therefore, **applicants with a degree from outside of the U.S. are encouraged to apply early**. Applicants educated outside the U.S. are encouraged to contact the Office of Graduate Studies for assistance regarding transcript-related materials.
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- Submit a Pre-Screen video recording to the Lamont Audition Drop Box (<https://app.decisiondesk.com/clients/lamontadmissions/apply>) by December 15, 2013. If you successfully pass the pre-screen, you will be invited to Lamont for a live audition/ mini-recital.

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