APPLICATION PROCESS CHECKLIST

Master of Music (MM) and/or Master of Arts (MA)

Following are the simple steps to apply for graduate study in Music at the University of Denver. If you have any questions about the process, please contact the Office of Graduate Studies at gradinfo@du.edu.

☐ APPLY ONLINE / APPLICATION DEADLINES

• Applications for graduate study in Music 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.
• Applicants without an undergraduate degree in music must complete additional requirements. Please contact the Lamont Admission Office for details at 303-871-6973.

☐ 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.
Test Scores

- The Graduate Record Examination (GRE) is required for MA applicants only. Master of Music in Piano Pedagogy applicants are strongly encouraged to take the GRE. Scores must be received directly from the appropriate testing agency by the program’s stated deadline. The institution code for the University of Denver is 4842.

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

- Three letters of recommendation are required. These letters should be solicited and uploaded by recommenders through the online application system. Letters must be received by the program’s stated deadline.
Submit the Following to the Lamont School of Music, Office of Admission

- **Jazz and Commercial Music applicants:** Submit pre-screening audition to the Lamont Audition Drop Box (https://app.decisiondesk.com/clients/lamontadmissions/apply).
- **Voice applicants:** Submit pre-screening audition to the Lamont Audition Drop Box (https://app.decisiondesk.com/clients/lamontadmissions/apply).
- **Performance applicants:** Schedule and complete your music audition. Audition information and requirements can be found online at www.du.edu/ahss/schools/lamont/admissions/auditionInformation.html.
- **Composition applicants:** Submit a portfolio of at least two scores to the Lamont Audition Drop Box (https://app.decisiondesk.com/clients/lamontadmissions/apply). One of these scores must be notated by hand (not by computer). Please submit scanned copies, not originals. Recordings are optional but encouraged.
- **Essay or Research Paper (Required for MA applicants only)**
  Musicology and Music Theory applicants must also submit an essay or research paper on a topic in musicology, ethnomusicology, or music history. This paper should demonstrate critical and independent thinking in conjunction with the appropriate use of primary and secondary sources. Please submit your paper to the Lamont Audition Drop Box (https://app.decisiondesk.com/clients/lamontadmissions/apply).

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). 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.