2016-2017 Admission Requirements

Certificate in Publishing
Following are the simple steps to apply for the graduate certificate at the Publishing Institute at the University of Denver. If you have any questions about the process, please contact the Office of Graduate Studies.

Apply Online / Application Deadlines
• Applications for graduate study at the University of Denver must be submitted online. 
  [Apply online.]
• All online materials must be received, and all supplemental materials including transcripts must be on file in the Office of Graduate Studies, by the program’s stated deadline: March 22, 2016. The Publishing Institute admits for the summer quarter only. Accepted applicants will be required to make a $1000 non-refundable deposit by April 26, 2016 in order to hold their place. This sum will be applied toward tuition, the balance of which will be billed by the university in June. Students may also apply for early acceptance by submitting their application at any time up until February 23, 2016. Those who are granted early acceptance must send their nonrefundable deposit of $1,000 by March 24, 2016, to insure their reserved place in the class.
• 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
• Applicants must earn and submit proof of earning the equivalent of a baccalaureate degree from a regionally accredited institution prior to beginning graduate coursework at DU.

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. Applicants who have earned a degree outside the U.S. must submit transcripts accompanied by certified English translations, if not normally issued in English. DU students and alumni do not need to provide DU transcripts.
• 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. Paper Transcripts should be sent to the following address:
University of Denver
Office of Graduate Studies
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802
Electronic transcripts should be sent to gradinfo@du.edu.

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 of Denver Publishing Institute is 88 (iBT) or 570 (paper-based). The institution code for the University of Denver is 4842. The minimum IELTS score accepted is 6.5. 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. There are no exemptions for graduate teaching assistants.

• Students whose native language is not English and who are required to submit TOEFL/IELTS scores will be assessed by the University of Denver English Language Center (ELC) prior to matriculation.

Test Scores
• The Graduate Record Examination (GRE) is not required.

Personal Statement
• Personal statement is required. Write not more than two pages, double-spaced, to explain why you are considering a career in publishing and what personal characteristics, interests and aspirations have led you to this choice.

Recommendation Letters
• Two letters of recommendation are required. Letters should be solicited and uploaded by recommenders through the online application system. Requests for letters should be sent to recommenders well in advance so the letters are on file by the application deadline.
Resume
A current resume detailing all work and/or volunteer experience is required.

Financial Support
Due to the short length of this course, federally funded financial aid is not available for the Publishing Institute through the University of Denver. You might investigate private loans for help with tuition costs; our students have had success with obtaining loans from their local banks. Please note that you must apply for a direct-to-consumer loan. These loans disburse directly to you and do not require school certification. The Publishing Institute has an extremely modest scholarship fund from which to award financial aid. The awards are made on the basis of financial need to students accepted to the program and usually cover only a portion of tuition.

Through the generosity of the Professional/ Scholarly Publishing (PSP) Division of the Association of American Publishers, we are pleased to offer an additional scholarship. This funding is a part of the PSP Division's Annual Scholarship program.

To be considered for either a Publishing Institute scholarship or the AAP scholarship, please fill out the Publishing Institute scholarship application. You may choose to submit it with your online application as an additional document, or send it separately to the Office of Graduate Studies:

Office of Graduate Studies
Mary Reed Building Room 5
2199 S. University Blvd.
Denver, CO 80208
gradinfo@du.edu
303-871-2831
303-871-4942 (fax)

Priority consideration for scholarship funds will be granted to those applying for early acceptance. As financial need is the primary consideration for our scholarships, we do ask that you fill out as much of this form as is applicable to your situation. This information is seen only by our selection committee and will be kept absolutely confidential. The information provided will have no bearing on your general application for admission.

Scholarship notification will be made simultaneously with the letter announcing acceptance.

Application Status
• We encourage you to be actively engaged in the admission process. You can check your application status online. Applicants will receive login information post application submission.

Contact Information
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

Electronic transcripts should be sent to gradinfo@du.edu.

For more information call (303) 871-2706.

International Applicants
  • International applicants will be required to submit applications online with additional requirements. Please review the checklist of requirements specific to 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, with all materials on file in the admission office, at least eight weeks prior to the program’s application deadline.

The Graduate Policies and Procedures provides complete details regarding admission requirements.