APPLICATION PROCESS CHECKLIST

Following are the simple steps to apply for graduate study in Computer Science 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 Computer Science at the University of Denver must be submitted online. To apply online, visit: https://du-grad.edu.185r.net/application.
- Applicants are encouraged to submit all materials to the Office of Graduate Studies by the priority deadline: **February 15,** for the fall quarter.
- Students interested in competing for graduate teaching assistantships (GTAs) are encouraged to submit their applications by this deadline to ensure full consideration for an appointment in September of a given year.
- Applications received after the priority deadline will be accepted, processed and reviewed on a rolling basis for the fall, winter or spring quarters. International applicants are encouraged to have the admission application and all supporting documents in the Office of Graduate Studies by the deadline or no later than **May 1,** for fall admission.
- 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 for the MS in computer science must have proof of a bachelor's degree in any discipline from a regionally accredited college or university.
- Candidates for the PhD in computer science must have proof of a bachelor's degree in computer science or a related discipline from a regionally accredited college or university.
- Prerequisite courses for both MS and PhD include:
  o COMP 1671/1672/2673 Introduction to Computer Science (I/II/III)
  o COMP 2300 Discrete Structures in Computer Science
  o COMP 2370 Introduction to Algorithms and Data Structures
  o COMP 2691 Introduction to Computer Organization (or equivalent).

☐ 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.

APPLICATION PROCESS CHECKLIST (CONTINUED)

☐ TEST SCORES

- The Graduate Record Examination (GRE) is required. 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.
- Competitive GRE scores for students admitted to the Department of Computer Science are below.
    - o MS: Quantitative - 148: Analytical Writing Section - 4.0
    - o PhD: Verbal - 146: Quantitative - 156: Analytical Writing Section - 4.5

☐ 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. The statement should include information concerning your life, education, practical experience, special interests and specific purpose for applying to the University of Denver. The statement should be submitted via upload through the online application process.

☐ RESUME / C.V.

- A detailed resume or C.V. is required. This should include all educational achievements, relevant work experience, research and/or volunteer work. The resume or C.V. 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.

APPLICATION PROCESS CHECKLIST (CONTINUED)

☐ 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.
- The Department of Computer Science also offers a number of competitive graduate teaching assistantships (GTA) that provide full tuition remission along with a stipend for the nine-month academic year (three academic quarters).
- Other sources of financial support available include graduate research assistantships (GRA) either with or without partial tuition remission, scholarships and fellowships, and work opportunities from the department and from the School of Engineering and Computer Science. Contact the Computer Science department for more information about financial support.

☐ 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.