

University of Denver Publishing Institute International Student Application Checklist

- 1. Complete application online. Link to the system from our website: www.du.edu/publishinginstitute.
- 2. A nonrefundable application fee of \$65 (bank draft or personal check drawn on a prime U.S. bank or international money order) is required to cover the cost of processing the application materials received. Applications will not be processed until this fee is paid. **No waivers or deferrals are allowed.**
- 3. Official transcripts from each college or university attended must be sent directly from the school(s) to the Office of Graduate Admission in separate, sealed envelopes and must be accompanied by certified English translations.
- 4. Two letters of recommendations from professors, preferably in your field of concentration, or from employers.
- 5. All international graduate applicants whose native language is not English are required to provide scores from an English language proficiency test. Scores from either the TOEFL or the IELTS will be considered. Applications will not be processed until the required score is received. The minimum TOEFL score accepted by the University of Denver Publishing Institute is 570 (paper-based) or 88 (internet-based). The minimum IELTS score accepted is 6.5. Note: those students with bachelor's or master's degrees from institutions where English is the language of instruction and the language of examination are generally exempt from the English-test requirement (please submit proof with the application). Our school code is 4842.
- 6. Submit a personal statement (essay). Write not more than two pages (double spaced) to explain why you are considering or are involved in a career in publishing and what personal characteristics, interests, and aspirations have led you to this choice. Please type your name, college, and graduation year in the upper right-hand corner of both pages of the statement.
- 7. Current resume or curriculum vitae.
- 8. In order to be eligible for course credit, students will need to apply for a J-1 visa. For this visa category, students must be supported substantially by funding from any source other than personal funds. Upon acceptance to the program, you will be required to submit an original letter from your sponsor. This letter should detail a commitment to fully fund tuition, living expenses and fees for the course. Please have your sponsor prepared to submit proof of financial support, including a bank letter stating that the funds are available. **An exception to this rule:** if students take the course not-for-credit, they can apply for the J-1 short term scholar category. This category does **not** need to demonstrate financial sponsorship, and will allow the use of personal funds to pay for the course.

Costs for the 2016 Publishing Institute are as follows:

- Tuition: \$4600
- Housing: \$1446, single occupancy
- Food: \$430, lunch meal plan + special events
- Miscellaneous Living Expenses: \$500