Executive Master of Science in Transportation Management

Application Instructions

Become part of a Select Group of Transportation Leaders

Cohort 15 Starting October 2016

Join a select group of high-potential and high-performing mid-level to upper-level executives in the transportation industry. Be one of the talented and highly experienced individuals joining Cohort 15 starting October 2016.
Admission Requirements

Transportation professionals seeking admission to the Master of Science in Transportation Management Degree at the University of Denver should meet the following admission requirement criteria:

- Bachelor’s degree from an accredited institution
- Preferred 5-10 years mid-to-senior level management experience

Application deadlines

- Fall Application Deadline - **July 15, 2016**
- International Fall Application Deadline – **May 31, 2016**

Required Materials for Domestic Applicants

- Completed online application
- Resume/CV
- Organizational Sponsorship Agreement
- Official transcripts from every attended institution
- Three Letters of Recommendation for professional performance and potential

Additional Materials for International Applicants

- Financial Verification Form
- Photocopy of the photo page of your passport
- TOEFL score report
- Official diplomas from any institution where you earned academic credit
- Translations of documents
Starting your Application

1. Start your application by going to https://gradadmissions.du.edu/apply/
2. If you are a first-time user: click on Create an account to start a new application.
   a. You will be asked to register for an account by providing your email address, first name, last name, and birthdate.
   b. Press Continue.
   c. Follow the system instructions to input your temporary PIN (emailed to you) and set up a new password.
3. If you are a returning user (i.e. you have already registered for an account and started an application), click on Log in to continue an application.
   
   ![APPLICATION MANAGEMENT](image)

   Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.

4. Click on Start a New Application, select Fall 2016, and click on Create Application.
Navigating Your Application

The application is organized into sections, each section is a tab on the left-hand menu. You can return to sections of your application by using this menu.

This document will provide instructions on how to complete each section/tab of the application.
Instructions

1. Note that your application requires official transcripts from each previously attended institution. Read the instructions carefully and take note of the University of Denver (DU) ETS Institution Code (4842). It may be required when you order transcripts.

   A regionally accredited baccalaureate degree is required for admission. Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

   Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

   Please send transcripts to the following address:

   University of Denver
   University College
   ATTN: Graduate Admission
   2211 South Josephine Street
   Denver, CO 80208

2. Please disregard the application fee, it is waived for the Transportation Management degree.

3. On the Masters tab, click on the drop-down menu to select your degree, Transportation Management.

   ▪ The deadline for domestic applicants is June 30, 2016.
- The deadline for international applicants is **May 31, 2016**.

4. Click on **Continue**.
Program Information

1. For College, please select University College.
2. For Major, please select Transportation Management.
3. For Degree, please select Master of Science.
4. Indicate if you are currently an undergraduate student at the University of Denver.
5. Indicate that you will be attending as a Full-time student.
6. Indicate if you have previously applied to the University of Denver.
7. Choose the best option that describes how you learned about the program.
8. Click on Continue.
Personal Background

1. Answer items:
   a. Name
   b. Addresses
   c. Email Address
   d. Telephone Numbers
   e. Biographical Information
   f. Citizenship Information

2. Review Citizenship Information Instructions about domestic and international students.
   a. If your responses met the criteria for international status, you will need to complete the International Applicant Information tab (see next section).
   b. If your responses met the criteria for domestic status, you will go on to the University College tab.
International Applicant Information

1. The first question asks if you are requesting an I-20 (for F-1 visa) or DS-2019 (for J-1 visa) from DU.
   a. If you need a visa, please select Yes.

2. When you indicate Yes to the previous question, you are asked to indicate which type of immigration status you intend to hold. Read the descriptions of F-1 and J-1 visas carefully, and choose the one that best describes your situation.
   a. If you select, J-1, you will be asked to select the category that best describes your position and institution/employer in your home country.
3. Choose your country of legal residence from the drop-down menu.
4. Review the list of required documentation on the bottom of the page. You will be required to upload/submit all of these documents to complete your application.
5. Click on Continue.
University College

1. Indicate if you commit to attending six consecutive residencies and the international trip during the 18-month program.
   
   The residency schedule can be found at:
   
   http://www.du.edu/transportation/masters-transportation/schedule.html

2. Enter your Employment Information

3. Enter your Emergency Contact Information
Academic Record

1. Read the instructions for the submission of transcripts carefully.

   A regionally accredited baccalaureate degree is required for admission. Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

   Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

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2. Click on Add Institution.
3. Enter the Institution information.

![Add Institution](image)

4. Click on **Continue**.

5. Click on **Add Institution** until you have entered every post-secondary institute you have attended, or are presently attending. You will be required to provide official transcripts from each institute.

6. When you have entered all of the institutions, click on **Continue**.
Professional Experience

1. You may skip this section. You will be asked to attach a CV after you submit your application.
2. Click on Continue.
Test Scores

1. If you are a **domestic** applicant, you can skip this section.
2. If you are an **international** applicant, read the instructions to determine if you are exempt from the TOEFL requirement.
   a. If you are exempt, you may skip this section.
   b. If you are not exempt you can:
      i. Enter your TOEFL information in this section by clicking on Add Test. *(You will still be required to submit an official report after submitting your application.)*
      ii. Skip this section if you do not have your TOEFL information yet. You will be required to submit an official score report after submitting your application.
Activities

1. You may skip this section.
2. Click on Continue.
References

1. This degree requires three letters of reference from academic or professional settings that speak to your professional performance and potential.
2. Click on **Add Recommender**.
3. Enter the information for the first reference. Please ensure that the email address is correct. An email request will be sent directly to your reference.
4. Select whether you want to waive your right to access this report, and type your full legal name to sign.
5. Click on **Send To Recommender**.
6. Click on **Add Recommender** and repeat the process.
7. Please ensure you have three references listed in this section before clicking on **Continue**. You will not be able to submit your application without three references.
Required Supplemental Information

1. Answer the questions in this section.
2. If you select Yes for either question, you will be asked to provide an explanation.
3. Click on Continue.
Signature

1. Read the statements in this section.
2. Sign by typing your full legal name.
3. Click on Continue.
Review

1. Errors in your application will be listed here.
2. You can go back to the items by clicking on the red links.
Application Status

1. Note that the application fee payment ($75) is waived.
2. Read the Material Upload Instructions.
   - It is highly recommended to request official copies of transcripts and TOEFL scores as soon as possible. Sometimes these materials take time to arrive, and missing documents may delay your admission and registration.
3. You are not required to provide a GRE or GMAT score.
4. Review the Application Checklist.
6. Domestic students are required to provide:
   - Resume/CV (Upload in this section.)
   - Organizational Sponsorship Agreement (Will be emailed to you. Fill out and upload a scanned copy in this section.)
   - Official transcripts from every attended institution (Sent directly from the institutions, either by snail mail or electronically.)

    A regionally accredited baccalaureate degree is required for admission. Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

    Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

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    2211 South Josephine Street
    Denver, CO 80208

   - Three Letters of Recommendation for professional performance and potential
   (Submitted by your references. Your references receive an email request. You can send reminders to your references by following the instructions in this section.)
7. International students are required to provide the materials listed above and the following additional documents:
- **Financial Verification Form** (A letter from your employer on company letterhead committing to cover your program costs. Upload in this section.)
- **Photocopy of the photo page of your passport** (Upload in this section.)
- **TOEFL score report**
  - If you have not completed an undergraduate or a master’s degree at a university where the program was taught in English, you will have to take the TOEFL, and it is recommended that you make arrangements to sit for that test as soon as possible. Scores should be sent to the address below or directly from TOEFL electronically to institutional code 4842.

  Please send transcripts to the following address:
  
  University of Denver  
  University College  
  ATTN: Graduate Admission  
  2211 South Josephine Street  
  Denver, CO 80208
- **Official diplomas from any institution where you earned academic credit** (Sent directly from the institutions.)
- **Translations of documents** (if necessary)