



## Application Instructions: Innovative Early Childhood Education MA Boulder Journey School Partnership

### Step 1: Prepare your materials

The School of Education & Human Development accepts all applications online. Please review the information below to prepare for the application process. Your application will include:

- \$50 application fee for domestic students, \$75 application fee for international students (may be paid via credit card, PayPal, or by mailing in a check).
- Current resume or curriculum vita
- Two letters of recommendation
- One official transcript from every previous college/university attended in which you earned any college credit, including institutions at which you transferred credits, or were granted a degree. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs). If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
- Letter of Intent written statement - As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. You will find additional details within the application.

### Step 2: Complete and submit your application

Your application must be completed and submitted online. Please visit the link below to create an account and access the online application.

<https://passport.ucdenver.edu/slate/landing.php?sr=ce3d18bd-7d79-453e-908f-bb2caca52ed8>

1. Click “Apply Now” to create a new account. Click “Log in to continue application or check status” if you already have an account. Complete the log in to open your account.

CU Denver | Anschutz

## University Application

Apply now ↗

If you've previously taken a course at CU Denver, participated in CU-Succeed or the Pre-Collegiate program:

Sign up with your university credentials ↗

**Already started an application?**  
[Log in to continue application or check status.](#)

**Need help?**  
Contact the OIT Help Desk at 303-724-4357 (4-HELP)  
[Privacy Policy](#)



2. Once you log in, click “Start New Application”.

### Applying to the University of Colorado Denver | Anschutz Medical Campus

You can access applications for a number of programs offered at CU Denver and CU Anschutz Medical Campus. You can either create a new account to start an application or continue an application in progress. This online application process serves:

- Graduate applicants
  - School of Education & Human Development License only or Endorsement only (without a degree) applicants: select the *Graduate Admissions* application
- Undergraduate applicants
- Non-degree Graduate applicants
- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
  - ESL Academy applicants: select the *Continuing and Professional Education* application or click [here](#) for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for [Returning Users](#).

Your Applications				
Type	Status	Started	Submitted	
You have started 5 applications using this account.				
<a href="#">Graduate Non-Degree Admissions</a>	In Progress	03/10/2021		
<a href="#">Continuing and Professional Education</a>	In Progress	03/10/2021		
<a href="#">Continuing and Professional Education</a>	In Progress	03/01/2021		
<a href="#">Graduate Admissions</a>	In Progress	03/01/2021		
<a href="#">Continuing and Professional Education</a>	In Progress	01/06/2021		

[Start New Application](#) 



3. A pop-up screen titled “Start New Application” will appear with Graduate Admissions as the application type. Click “Create Application”.

- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
  - ESL Academy applicants: select the *Continuing and Professional Education* application or click [here](#) for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for [Returning Users](#).

Your Applications	
Type	Status
You have started 3 applications using the following application types:	
<a href="#">Continuing and Professional Education</a>	Submitted
<a href="#">Continuing and Professional Education</a>	Submitted
<a href="#">Graduate Admissions</a>	Submitted

**Start New Application** [X]

University of Colorado Denver  
Graduate Admissions

[Create Application](#) [Cancel](#)

[Start New Application](#)



University of Colorado  
Denver

School of Education  
& Human Development

4. A new pop-up screen titled "Application Details" will show the date you are starting the application and confirming you are completing the Graduate Admissions application. Click "Open Application".

**Applying to the University of Colorado Denver | Anschutz Medical Campus**

You can access applications for a **Application Details** you can either create a new account to start an application or c

- Graduate applicants
  - School of Education &
- Undergraduate applicants
- Nursing applicants (Degree)
- Non-degree Graduate app
- Non-degree Undergradua
- Continuing and Professio

- ESL Academy app

graduate Admissions application

for instructions.

**Open Application** Cancel

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

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**Your Applications**

Type	Status	Started	Submitted
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5. Fill in all required information in the “Tell Us About Yourself” section, select “Continue”.  
NOTE: For international students living outside of the US, select “99-Intl Student Not in US” as your visa type

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### Tell us about yourself

Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

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(\*denotes a **required** field)

**Name**

Prefix

First (Given)

Middle

Last/Surname (Family)

Suffix

Preferred First/Nickname

Other/Former Last Name.  
Do not enter former first names in this field

Former First Name



6. Fill in the fields in the Academic Interest GRAD section using the information below:
  - a. For the question “Are you interested in applying for a Doctorate or Masters – EdS, Licensure and/or Endorsements?” Please select “Masters Only, EdS Only, or with Licensures, and/or Endorsements”
  - b. For the dropdown option under “Masters Only, EdS Only, or with Licensures, and/or Endorsements,” scroll down to the School of Education & Human Development and select “Early Childhood Education”
  - c. For the dropdown option under “Please select one program option below,” select from Menu 1: Online Programs, “Innovative Early Childhood Education (Boulder Journey School), Online”
  - d. Do not choose anything for the “BA/BS to Masters” question.
  - e. For the dropdown option “Please select the term you plan to enroll”, select “Fall, 2022”

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### Academic Interest GRAD

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Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

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\*denotes a required field.

Are you interested in applying for a Doctorate or Masters- EdS, Licensures and/or Endorsements? \*

Doctorate

Licensures and/or Endorsements Only

Masters Only, EdS Only, or with Licenses and/or Endorsements

Masters Only, EdS Only, or with Licenses and/or Endorsements\*

Early Childhood Education ▼

Please select one program option below

Menu 1: Online Programs\*

Innovative Early Childhood Education (Boulder Journey School), Online ▼

Menu 2: On-Campus Programs\*

▼

BA/BS to Masters (this option is reserved only for current SEHD undergraduate students who have been approved to pursue the BAMA). If this does not apply to you, then please don't choose anything.

▼

Please select the term you plan to enroll\*

Fall, 2022 ▼

**Continue**



7. Complete the Academic History section.
  - a. Please provide one official transcript from every previous college/university attended in which you earned any college credit, including institutions at which you transferred credits, or were granted a degree.
  - b. If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
  - c. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs).
  - d. Send official transcripts to CU Denver at: [graduateadmissions@ucdenver.edu](mailto:graduateadmissions@ucdenver.edu).
  - e. If you are not able to order electronic transcripts, you can temporarily provide unofficial transcripts for admission into the program. You will eventually need to provide official transcripts or you will have a registration hold after you begin your first semester.

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### Academic History

Please provide complete information on all academic institutions you have attended since high school. **Do not enter where you went to high school.** You must have official transcripts mailed or emailed from each higher education institutions attended. Submit transcripts regardless of the length of time you have attended, whether you completed the classes or if they appear as transfer credit at a subsequent institution.

- Official transcripts exhibit the official seal and signature of a registrar or university official.
- Official transcripts must arrive in sealed envelopes from the institution or through the email transcript service from the institution
- Transcripts that are marked "student copy", or are otherwise unofficial, are not accepted as official and cannot be used in the final admission decision.
- While unofficial transcripts are not acceptable as final documents, they may be uploaded with the application prior to the official transcript arrival. We recommend that you upload documents in PDF format.
- If you have questions about official international transcripts, please contact [application@ucdenver.edu](mailto:application@ucdenver.edu) or visit the [International Admissions website](#), for more information.
- International transcripts require additional time for evaluation and processing.

It is recommended that domestic applicants with transcripts from international institutions allow additional time for evaluation and processing of these credentials by submitting the application 4-6 weeks before the posted deadline.

Institution	Degree	Dates Attended
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[Add Institution](#)

[Continue](#)



8. **For International Students Only:** Enter test score results for English Language Proficiency testing.

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### Test Scores

Enter your self-reported test score results below. Please contact the department you're applying to determine what test is required, i.e. GRE, GMAT, TOEFL, IELTS, LSAT or MCAT. If you're an International applicant you maybe required to take, for example, both the GRE and TOEFL. If you have not taken the required test(s) for your program yet, then enter the test type, the date you intend to take the test and all 0's for the scores.

Once we receive your test from [ETS](#), then the scores you entered will automatically update to your official scores. We don't accept copies of GRE, GMAT or TOEFL scores. Please don't send paper copies of these tests. We will only accept scores that are electronically sent to us from ETS. IELTS and MCAT are the only exceptions to this rule.

**Applicable to Clinical Science Applicants Only:** If you are applying to Clinical Science, applicants are required to provide the Clinical Science program with test scores. This requirement is waived for applicants who have earned MS/MA or PhD from an accredited US School. International applicants are also expected to provide TOEFL scores. For GRE scores follow the instructions below. For MCAT scores please email a copy of your official score report, including the authentication key to [Amanda Whiting](#)

Please have [ETS](#) send your official test scores to:

The University of Colorado Denver  
Institution code 4875. >International Applicants- Please review test score requirements at the [International Admissions Website](#)

Date ▲	Type
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[Add Test](#)

[Continue](#)





9. Complete the Recommendations section. Click “Add Recommender” and a pop-up screen will appear to add contact information for your recommender.
  - a. Once you click “Send to Recommender”, an email will be sent to your recommender from CU Denver requesting a recommendation on your behalf. Your recommender will provide their recommendation to CU Denver to be uploaded with your application.
  - b. While the application states a minimum of three recommendations are required, you only need to submit two recommendations for this program.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Personal, Academic In, Academic H, Recommend, Program Qu, Add'l Materi, Student Con, Signature, Promo Code, and Review. The main content area is titled 'Recommendations' and features a pop-up window titled 'Add Recommender'. The pop-up window contains the following fields: Prefix (dropdown), First Name, Last Name, Organization, Position/Title, Relationship, Telephone, and Email. Below the fields is a note: 'Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.' A horizontal line separates this note from a paragraph of text: 'Under the Family Education Rights and Privacy Act of 1974, which gives registered students the right to inspect and review their educational records, students may waive the right to see specific confidential statements and letters of recommendation. In the belief that applicants, and the persons with whom they request recommendations, may wish to preserve the confidentiality of those recommendations, we are giving you the opportunity to sign one of the following statements.' Below this text are two radio button options: 'I waive my right to access this report.' and 'I do not waive my right to access this report.' At the bottom of the pop-up are two buttons: 'Send To Recommender' and 'Cancel'.



10. Complete the Program Questions section.

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## Program Questions

Have you ever been dismissed or counseled out from a CU Denver School of Education & Human Development program?

Yes

No

\*denotes a **required** field.

### Additional Background Questions

\* **Question #1:** Have you ever had a teacher, principal, administrator or special services license, certificate or authorization or any other occupational permit, license, credential or equivalent document subjected to any disciplinary proceedings, including, but not limited to, annulment, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or an other state or place, or are you currently under investigation by any licensing or credentialing agency or organization?

Yes

No

\* **Question #2:** Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge, by any employer?

Yes



11. Complete the Supporting Materials section. This section includes your Letter of Intent (written statement), resume, and teaching license.

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## Supporting Materials

\*denotes a **required** field.

### Guidelines for Letter of Intent (Written Statement)\*

As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. Please include the following.

1. Please address you letter, 'Dear {Program's Name} Faculty.
2. Briefly introduce yourself. Show how your background and experience have prepared you for the program
3. **Document your experience with young children by describing work/volunteer experience and the population served-**  
**This question is not required for applicants who chose the Innovative Early Childhood Education subplan**
4. Outline some core values and beliefs – and how they will support your success in the program.
5. Tell about your learning goals – what is it you hope to learn from the program, and how you hope to use that new knowledge.
6. Give an indication of your career plans and the contributions you hope to make after you complete the program.

Faculty will evaluate the statement using the following criteria:

1. Your writing skills – fluency, grammar, mechanics, organization, and style
2. Your commitment to core values and to professional growth and development

No file chosen



## 12. Complete the GR Suspension and Criminal History section.

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### GR Suspension and Criminal History

The following 5 questions are in accordance with Colorado SB19-170, the "Ensuring Access to Higher Education Act".

The University of Colorado Denver values the success of every student as well as providing a safe environment for the university community. Understanding the life stories of each student is an important aspect of this process. Please note that any "Yes" responses to the questions below will NOT automatically disqualify you from consideration, but rather helps us to understand your life story and make a more informed admission decision.

\*denotes a **required** field.

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#### ACADEMIC MISCONDUCT

Are you currently under any pending investigations, facing allegations, OR been found responsible for an **academic misconduct violation** at any educational institution you have attended since **the 9th grade**?

You only need to report findings of responsibility for academic misconduct if your educational record reflects that you were assigned probation, suspension removal, dismissal and/or expulsion from the institution. *Please note, academic misconduct does not include probation or suspension for low grades.*

\*Do you have an Academic Misconduct Violation?

Yes

No



13. Complete the Residency section. Additional information will pop-up based on your response.

Non-Colorado Resident (select "No")

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## Residency

Do you plan to claim Colorado in-state tuition? \*

Yes

No

### Colorado Residency

It's important to accurately establish your residency, because it impacts you in a number of ways. Find information about the requirements for establishing Colorado residency, deadlines and more.

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**Continue**

Colorado Resident (select "Yes")

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## Residency

Do you plan to claim Colorado in-state tuition? \*

Yes

No

**Domicile Requirements- Please Read Carefully**

Colorado residency requires a domicile in Colorado for 12 continuous months on or prior to the first day of classes of each semester. Both physical presence and evidence of intent (see below) must be in place. A "qualified individual" must reside in Colorado with the intent to make Colorado their primary permanent home and legal residence. The fact that an individual does not qualify for residency in any other state does not guarantee Colorado residency.

Evidence of intent to make Colorado your permanent home and legal residence is demonstrated by giving up all your legal ties with your prior state and establishing them with Colorado for 12 continuous months. Proof that demonstrates evidence of intent, as specified by the residency statute, may include all the following:	Evidence of legal ties outside of Colorado during the domicile year that demonstrate residency in another state may include the following:
Colorado driver's license or valid Colorado ID	Filing a Colorado state income tax return as a



14. Complete the Signature section. Review the submission guidelines and provide your signature.

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### Signature

By submitting your application you certify that to the best of your knowledge, the information submitted on this application is true and complete. You understand that if found to be otherwise, it is sufficient cause for refusal or dismissal. If information provided in this application changes after submission, you must notify the Office of Graduate Admissions.

You also understand that if admitted, your admission is contingent upon your final credentials reflecting academic achievement similar to the assessment at the time of your admission. If you enroll as a student at the University of Colorado Denver, you acknowledge that you are responsible for adhering to all university regulations and for all financial obligations incurred.

You understand that if you are classified as a non-resident for tuition purposes, and you have not petitioned for a change in

15. Complete the Application Fee Waiver Code question.

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### Application Fee Waiver Code

**Fee waiver code**

Do you have an application fee waiver code? If you are a Veteran / Military Student, then the fee is automatically waived based on the answers you provided in the residency section of the application. You must choose that you are a Veteran/Military Student even if you are US Citizen as well. If you are a Veteran / Military Student, and you still come to the payment portal, please exit out and the system will update within 24hours.

Yes

No

**Continue**



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Denver

School of Education  
& Human Development

16. Be sure to review your application and complete any required fields. Submit your application upon completion and pay the application fee.

17. **The application deadline is June 1, 2022.**

**Step 3: Monitor your email**

All communication regarding the status of your application, questions we may have and admissions decisions will be sent to the email address you provide.

**Step 4: Scholarships**

You can learn about scholarship opportunities through the Financial Aid & Scholarships Office [website](#).

**Questions? Contact the Sara Van Dyke at [sara.vandyke@ucdenver.edu](mailto:sara.vandyke@ucdenver.edu) or 303-315-5000.**