

APPLICATION CHECKLIST FOR DOMESTIC APPLICANTS

Please see the attached "Application Procedures" for more details about the required application materials.

_____	APPLICATION FEE
_____	ONLINE APPLICATION FOR GRADUATE ADMISSION
_____	IN-STATE TUITION CLASSIFICATION FORM (IF APPLICABLE)
_____	ESSAYS
_____	RESUME
_____	GMAT TEST SCORES
_____	TRANSCRIPTS
_____	LETTERS OF RECOMMENDATION (IF APPLICABLE)

<u>Application Deadlines</u>	
FALL	April 15*
SPRING	October 15*
SUMMER	February 15*
11-MONTH MBA	June 15 (Fall Admission Only)
MS GLOBAL ENERGY MANAGEMENT	December 1, June 1

IMPORTANT: Plan to submit materials early to expedite processing. Deadlines apply to all required documents.

***To be eligible for scholarships you must apply by the deadlines listed above.** The final deadlines for each semester are June 30 for fall, November 30 for spring and April 30 for summer. Please note that if you apply by the final deadlines you will not be eligible for scholarships and many classes may be full.

To **Apply Now** go to: business.ucdenver.edu/applynow

All transcripts and other supporting materials needed should be mailed to:

US Mail:
University of Colorado Denver
Business School
Campus Box 165
P.O. Box 173364
Denver, CO 80217-3364

Courier (DHL, FedEx, UPS):
University of Colorado Denver
Business School
1475 Lawrence Street, Room 4206
Denver, CO 80217

Attention Non-Degree seeking applicants:

There is a separate application required for admission. Please contact the Business School, Graduate Programs at 303-315-8200 for a copy of this application. There is a \$50 application fee. Completed applications must be received by our priority deadlines of July 25th for fall, December 23rd for spring and May 1st for summer.

**BUSINESS SCHOOL
UNIVERSITY OF COLORADO DENVER
DOMESTIC APPLICATION PROCEDURE**

Please submit the following complete materials for application to the MBA or MS programs:

1. **Non-Refundable Application Fee** — \$50.00 For MBA or MS applicants
\$80.00 For Dual Degree Applicants. Please Note: Once you submit your application email us at grad.business@ucdenver.edu to let us know that you applied for a dual degree program (you will only be able to select one program in the online application). Also, please mail an \$80.00 check to the address provided.
2. **Online Application for Graduate Admission** — To Apply Now go to: www.business.ucdenver.edu/applynow
3. **In-State Tuition Classification Form** — If you are claiming Colorado residency for tuition classification purposes, you must complete the In-State Tuition Classification Form.
4. **Essays** — Please submit your responses to the questions below through the online application. Try to limit each of your responses to approximately 200 words.
 1. How will the MBA/MS degree enhance your career plans? Project the kinds of positions you anticipate having five years after earning the degree. What experiences have you had that form the foundation of your goals?
 2. Give a candid appraisal of yourself. Include some discussion of your strengths and weaknesses.
 3. Discuss three of your achievements or accomplishments.
 4. Describe your level of commitment to education and the ways in which you might make a special contribution to the learning experience of others.
4. **Resume** — Your resume should outline current and previous work experience.
5. **GMAT Scores** —The average score for those who were admitted in 2011 was 550. A minimum score of 500 is recommended for the 11-Month MBA program. The average score for those who were admitted to the 11-Month MBA program in 2011 was 600. As our admission decisions are based on a combination of all required materials, test results are required for all applicants. (If you already hold an advanced degree from a US institution, this requirement may be waived for certain programs.)

If you already hold an advanced degree from a US institution, this requirement may be waived for certain programs. The admissions committee will examine your graduate transcripts to determine if you have successfully demonstrated both verbal and quantitative ability. If those abilities are not evident, you will be asked to complete the GMAT exam. We recommend you apply well before the application deadline if you are applying without the GMAT in the event that you will be asked to submit GMAT scores. Please email the graduate admissions office at grad.business@ucdenver.edu to request the GMAT waiver.

For the MS Global Energy Management (GEM) program ONLY, the GMAT will be required on a case by case basis based upon work experience in the Energy sector. For questions about the GEM program, please contact Michele Motley at michele.motley@ucdenver.edu.

The GMAT exam is now administered by computer. To register at a test center closest to you, visit the web at www.mba.com/mba/TaketheGMAT. Below are the GMAT codes for our programs:

MBA	MPB-0G-78
11-Month MBA	MPB-0G-65
MS Programs	MPB-0G-75

Please note that test scores are valid for five years.

6. **Transcripts** — Arrange to have two copies of official transcripts mailed directly to the address provided from each college or university attended. We must receive transcripts from **all** colleges and universities attended, even if transfer credit was applied elsewhere with grades posted on another transcript. Applications missing transcripts will not be processed. Unofficial transcripts, photocopies or transcripts stamped "Issued To Student" are not acceptable. Please take into consideration that transcripts may take two to three weeks to reach our office, (transcripts from international institutions may take longer), so order these as early as possible. Any missing transcripts will delay application processing.

If you have international transcripts and they are not in English, they must be translated by a certified translator. The translation must be literal and no conversion of grades should be attempted by the translator.
7. **Letters of Recommendation** — Health Administration, 11-Month MBA and GEM applicants are required to submit two letters of recommendation. Letters of recommendation are optional, but recommended, for all other applicants. Please use the format that is provided on the online application. Online you will list the recommender's name and email and the online system will send the recommender a form to submit.

Please note: An interview may be required for students applying to the **Health Administration** programs. Applicants will be contacted by the admissions committee to schedule the interview. Interviews are recommended for the 11-Month MBA program.

We hope to include you in our graduate business programs at the Business School at University of Colorado Denver. Please refer to the application deadlines on the first page of this packet. If you have any questions, please call us Monday through Friday, 8:00 a.m. to 5:00 p.m. (MST) at 303-315-8200.