UNIVERSITY of DENVER
TRANSPORTATION INSTITUTE

Executive Master of Science in Transportation Management

Application Instructions

Become part of a Select Group of Transportation Leaders

Cohort 19 Starting September 2020

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 19 starting September 2020.

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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 a regionally accredited institution
- Preferred 5-10 years mid-to-senior level management experience

Application deadlines

- The priority deadline to apply to the MS in Transportation Management is **July 24, 2020**, but applications will be accepted through **August 14, 2020**
- International Fall Application Deadline – **June 19, 2020**

Required Materials for Domestic Applicants

- Completed online application
- Resume/CV
- Organizational Sponsorship Agreement
- Official transcripts from every attended institution
- Two 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/IELTS score report – required for non-native English speakers
- Official diplomas from any institution where you earned academic credit
- Translations of documents

Contact for Application Questions | Mark Sharpe | Admission Counselor
Ucoladm@du.edu | 303-871-6077 | 1-800-347-2042

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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.
4. Click on **Start a New Application**, select **Fall 2020**, and click on **Create Application**.

Application Management

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new 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. Note, there is no application fee for the Transportation Management program.
3. Click on **Start New Application**.
4. Click on **Open Application**.

Application Details

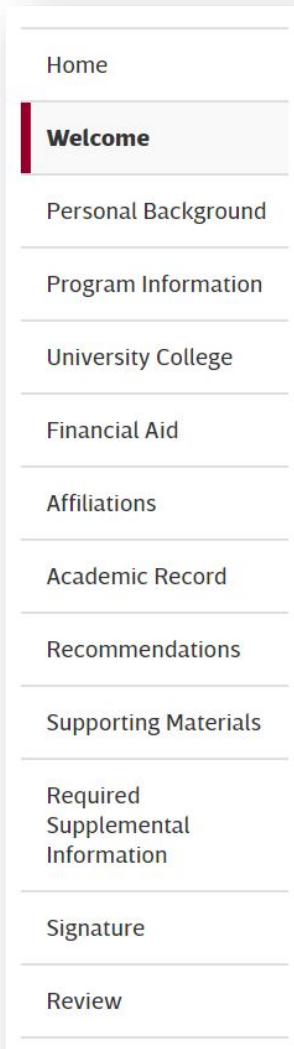|	
Started	02/04/2019
Status	In Progress
	All Available Start Terms
	Degrees and Certificates

Open Application   Cancel

Start New 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.

Home

Welcome

Personal Background

Program Information

University College

Financial Aid

Affiliations

Academic Record

Recommendations

Supporting Materials

Required Supplemental Information

Signature

Review

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

Personal Background

1. Answer items:
    a. Name
    b. Addresses
        i. Mailing Address
        ii. Email Address
    c. Telephone Numbers
    d. Biographical Information
    e. 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 set of questions ask about your Biographical Information

Biographical Information

Diversity Statement: The University of Denver values the diversity of our student body. We collect these data as one measure of our diversity progress and to comply with federal law and other required external demographic reporting. With exception of the mandatory Birthdate field, we request your voluntary cooperation in identifying yourself as closely as you can with the racial and ethnic reporting categories below. If the offered categories do not describe you accurately, please select the closest option(s) listed. The information you provide will not be used in any discriminatory manner. Thank you for your assistance.

Gender	Female ▾
Birthdate	August ▾ 27 ▾ 1972 ▾
Birth Country	United Kingdom ▾
Birth City	[ ]
Birth Region	England ▾
*Native Language	English ▾
Are you a veteran of the United States Armed Forces?	○ Yes ◉ No
Are you an active or reserve member of the United States Armed Forces or National Guard?	○ Yes ◉ No
Will you be using VA benefits?	○ Yes ◉ No

    a. Enter Gender and Birthdate Information.
    b. Enter Birth Country, Birth City, and Birth Region.
    c. Enter your Native Language.

2. The second set of questions ask about your Citizenship Information

3. Enter Primary Citizenship, Residency Status, Current Visa Type and Visa Expiration Date.
4. Enter Race/Ethnicity information.
5. 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 your intended start term of **Fall Quarter 2020 (September)**
5. Indicate if you are currently an undergraduate student at the University of Denver.
6. Indicate that you will be attending as a **Full-time** student.
7. Indicate if you have previously applied to the University of Denver.
8. Please let us know what other schools you are applying to.
9. Choose the best option that describes how you learned about the program.
10. Click on **Continue**.

Program Information

Learn more about the University of Denver's graduate degree programs and admission requirements on this webpage.

*College or School:
[University College ▼]

*Major
[Transportation Management ▼]

*Degree
[Master of Science ▼]

*Please select your intended start term:
◉ Fall Quarter 2019 (September)

*Are you currently an undergraduate student at the University of Denver?
○ Yes
○ No

*Do you plan to attend the University of Denver as a full-time or part-time student?
○ Full-time
○ Part-time

*Have you previously applied to the University of Denver?
○ Yes
○ No

Please let us know what other schools you are applying to.

School Name 1
[_____]

☐ I am not applying to other graduate schools, or I'd prefer not to disclose this information.

*How did you first learn about the University of Denver's graduate programs?
[_____▼]

[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

Immigration and Visa Information

You will be considered a **domestic student** (United States citizen/permanent resident) for admission purposes if one of the following statements applies to you:

- You are a permanent resident of the United States (you will be asked to please upload a copy of your permanent resident card or "green card" later in the application).
- You are a naturalized United States citizen.
- You hold dual citizenship with the United States and another country.
- You are a United States citizen, independent of your current address.

You will be considered an **international student** (non-resident alien/non-permanent resident) for admission purposes if one of the following statements applies to you:

- You are not a United States national, permanent resident, or citizen.
- You are currently in the United States on an F-1 or J-1 student visa.
- You reside in the United States and hold other non-immigrant visas (E-2, H-2, or L-2, for example)

1. Indicate which **type of visa** 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 you position and institution/employer in your home country.
2. Choose your **country of legal residence** from the drop-down menu.
3. Review the list of required documentation on the bottom of the page. You will be required to upload/submit all documents to complete your application.
4. Click on **Continue**.

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.

   Please send transcripts to the following address:

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

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

Add Institution

If your particular field of study is not listed, you may select the most similar major or simply leave this blank.

Institution	
CEEB	
Country	United States ▼
City	
State	Select State ▼
Dates Attended	▼ ▼ to ▼ ▼
Level of Study	▼

Submit Transcript

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages   Choose File   No file chosen

Save   Cancel

Institution	Degree	Dates Attended	
Add Institution			
Community College of the Air Force		01/2014–01/2016	Edit
Regis University		01/2013–02/2014	Edit
Metropolitan State Univ Denver		01/2005–12/2006	Edit
Whitman College		09/1990–05/1994	Edit
University of Denver			Edit

Continue

Recommendations

1. This degree requires two 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 you application without three references.

Add Recommender

Type	● Academic Recommendation ○ Professional Recommendation
Prefix	▼
First Name	
Last Name	
Organization	
Position/Title	
Relationship	
Telephone	
Email	

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), 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 from whom they request recommendations, may wish to preserve the confidentiality of those recommendations, we are giving you an opportunity to sign one of the following statements.

○ I waive my right to access this report.
○ I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

Send To Recommender   Cancel

Supporting Materials and Required Supplemental Information

1. Please upload your Resume and Organization Sponsorship Agreement Form.
2. Indicate Disciplinary History.

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. There is no application fee.
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.**
5. Upload materials, by clicking on **Choose File** and **Upload**.
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.

   > Please send transcripts to the following address:
   > > University of Denver
   > > University College
   > > ATTN: Graduate Admission
   > > 2211 South Josephine Street
   > > Denver, CO 80208

   ▪ **Two 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 or IELTS score report**
    - o 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 or IELTS, 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/IELTS 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)