

GRADUATE ADMISSIONS GUIDE



University of Colorado
Boulder

Table of Contents

Contact Information	3
Admissions Roles & Responsibilities	7
Graduate School.....	7
Graduate Admissions Team	7
Departments	8
Admissions Terms & Definitions	9
Sample Letters	18
Application Processing Outside of Admissions and Other Special Circumstances	31

INDEX

Admissions Stops , 9	Letters of Recommendation , 13
Application Fee , 9	Multiple Applications , 13
Application Status Inquiries , 10	Negative Service Indicators , 13
Cancellations , 10	Official Notification of Admission to
Census Date , 11	Applicants , 14
Changes to Program/Plan/Subplan , 15	Paper (pdf) version of the Graduate
Checklists , 11	Application , 10
Conditional Admissions , 11	Provisional Admissions , 14
Deadlines & Dates , 11	Readmissions , 14
Deficiencies , 12	Term Changes , 15
Dual Degree , 12	Test Scores , 15
Confirmation deposit , 12	Transcripts , 16
External Database Usage Policy , 12	Tuition Classification , 16
Intent to Enroll , 13	

CONTACT INFORMATION

Graduate School Staff

Online Application or Systems Inquiries: gradadm@colorado.edu

Contacts:

- [Gretchen O'Connell](mailto:Gretchen.O'Connell), Graduate Student Funding & Admissions Coordinator, 303-492-6143

Admissions Office - Graduate Processing Liaisons

DOMESTIC APPLICANTS gradprocessing@colorado.edu

- **Alex Schmidt** 303-492-1870 alex.schmidt@colorado.edu
 - 1) Anthropology
 - 2) Asian Languages & Civilizations
 - 3) Business MS & PhD
 - 4) Business MBA
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 - 6) Ecology & Evolutionary Biology
 - 7) French & Italian
 - 8) Geography
 - 9) History
 - 10) Law
 - 11) Molecular, Cellular, & Developmental Biology
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 - 1) Atmospheric and Oceanic Sciences
 - 2) Chemical & Biological Engineering
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 - 4) Computer Science
 - 5) Economics
 - 6) Environmental Studies
 - 7) Mechanical Engineering
 - 8) Psychology
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- **Hillary Faichnie** 303-492-1776 hillary.faichnie@colorado.edu
 - 1) ATLAS
 - 2) Art & Art History
 - 3) CIRES
 - 4) Comparative Literature
 - 5) English
 - 6) German/Slavic
 - 7) Interdisciplinary Telecommunications Program

- 8) Journalism
- 9) Neuroscience
- 10) Philosophy
- 11) Religious Studies
- 12) Theater & Dance

➤ **Jessica Oppen** 303-492-2845 jessica.oppen@colorado.edu

- 1) Aerospace Engineering
- 2) Civil, Environmental, & Architectural Engineering
- 3) Education Graduate and Teacher's Licensure Programs
- 4) Electrical, Computer, & Energy Engineering
- 5) Linguistics
- 6) Museum Studies
- 7) Music
- 8) Physics

➤ **Regan Slater** 303-492-2182 regan.slater@colorado.edu

- 1) Applied Mathematics
- 2) Astrophysical & Planetary Sciences
- 3) Communication
- 4) Engineering Management
- 5) Geology
- 6) Integrative Physiology
- 7) Mathematics
- 8) Political Science
- 9) Sociology
- 10) Spanish & Portuguese

INTERNATIONAL APPLICANTS intlgrad@colorado.edu

➤ **Brian Brown** 303-492-2446 brian.a.brown@colorado.edu

- 1) Art and Art History
- 2) Aerospace Engineering
- 3) Classics
- 4) Economics
- 5) Electrical Engineering
- 6) Engineering Management
- 7) English
- 8) Environmental Studies
- 9) History
- 10) Integrative Physiology
- 11) Math
- 12) Museum Studies
- 13) Philosophy
- 14) Political Science

- 15) Psychology
- 16) Speech, Language, Hearing Sciences

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- 1) Accounting
- 2) Asian Languages and Civilizations
- 3) Applied Math
- 4) Astrophysical and Planetary Sciences
- 5) Civil Engineering
- 6) Education
- 7) Geography
- 8) Linguistics
- 9) Music
- 10) Religious Studies
- 11) Sociology
- 12) Spanish
- 13) Telecommunications
- 14) Theater and Dance

➤ **Mike Browne** 303-735-0268 Michael.browne@colorado.edu

- 1) Anthropology
- 2) ATLAS
- 3) Atmospheric and Oceanic Sciences
- 4) Biochemistry
- 5) Business PhD
- 6) Chemistry
- 7) Chemical Engineering
- 8) Comparative Literature
- 9) Communications
- 10) Computer Science
- 11) Ecology and Evolutionary Biology
- 12) French
- 13) Geology
- 14) German
- 15) Journalism
- 16) Molecular, Cellular, and Developmental Biology
- 17) Mechanical Engineering
- 18) Physics

Systems Security/Access & Test Scores (GMAT & GRE downloads)

- [Nancy Sonnenfeld](#), 303-492-7612

Registrar's Office

- ◆ General Registration Information, 303-492-6970
- ◆ Academic Room Scheduling/ISIS Course Inventory, 303-492-6619
- ◆ Tuition Classification [Sally Ingraham](#), 303-492-0907

Bursar's Office

- ◆ **General Billing Information, 303-735-6239**

Office of International Education www.colorado.edu/oie/iss/

- [Tina Tan](#), Director, International Student & Scholar Services, 303-492-2979
- [Janet E. Garcia](#), Assoc. Dir. & International Student and Scholar Specialist, 303-492-7604
- [Becky Sibley](#), International Student Adviser, 303-492-7476
- [Maria Zellar](#), SEVIS Manager & Immigration Specialist, 303-735-0814
- [Paige Progar-Jaumann](#), International Student Adviser, 303-492-2978
- [Christina Hertel](#), International Student Advisor, 303-492-1379
- [Kim Schorr](#), Program Assistant, 303-492-0589

ADMISSIONS ROLES & RESPONSIBILITIES

The Graduate School

- ◆ Setting policies and minimum admissions standards for applicants admitted to graduate programs
- ◆ Approving provisional admissions and other exceptions to policy or standards
- ◆ Provide application submission advice to Project 1000 and McNair scholars
- ◆ Updating the graduate application materials in conjunction with the Office of Admissions and Publications
- ◆ Maintaining the online and PDF versions of the application
- ◆ Maintaining the Graduate School Admissions Website
- ◆ Updating the Graduate Prospective Student web sites on an annual basis with changes provided by the departments.
- ◆ Creating and distributing general campus information applicable to graduate applicants
- ◆ Process Criminal History and Suspension/Expulsion supplementary forms
- ◆ Provide policy and procedure training and documentation for Graduate School policies and Application System software and tools
- ◆ Assist Graduate Program Assistants (staff) and Faculty with acquiring access to Application System Tools
- ◆ Provide training on using systems and tools associated with the application to department staff
- ◆ Helping staff troubleshoot issues with the tools and systems
- ◆ Provide assistance to applicants who have questions about the functionality of the on-line application system

Graduate Admissions Processing (GAP) Team

- ◆ Receive and upload to Singularity all application support material – including transcripts
- ◆ Update applicant checklists in ISIS
- ◆ Compile Completed Application Packages (CAP)
- ◆ Update applicant status in ISIS
- ◆ Make any necessary changes to application term, program, or plan as requested by the applicant and/or department
- ◆ Post admission decision processing
- ◆ Maintaining official university records in ISIS for admitted students through the admission process and transferring records for those who matriculate to the Registrar's Office
- ◆ Generate Official Admissions email with instructions about how applicants can confirm intent to enroll and provide confirmation deposit information
- ◆ Canceling admissions at the applicant's or department's request
- ◆ Setting suggested admissions deadlines (i.e. Spring – October 1, Summer & Fall – December 1)
- ◆ Pre-admission materials evaluation for applicants (International)
- ◆ Post admission credential evaluation (International)
- ◆ Evaluating foreign credentials submitted by international applicants for some departments
- ◆ Monitoring minimum TOEFL scores of admitted international students for English proficiency (International)
- ◆ Confirm TOEFL & financial support of admitted international students who need F-1/J-1 visa/status (International)

- ◆ Issuing immigration documents, specifically for the F-1 visa (International)
- ◆ Complying with SEVIS regulations as they apply to newly admitted international students (International)

Departments

- ◆ Prospect Pages on the Graduate School website– These are website pages managed by the Graduate School and provide a summary of your department’s admissions requirements and deadlines. It is the responsibility of each department to make sure all information contained on these pages is accurate.
- ◆ Maintain Department website with information for prospective applicants
 - a) State the department’s minimum qualifications, deadlines, deadlines for equal consideration, and special requirements clearly in all documentation, responses, and websites.
 - b) Provide a clear statement about your department or program's ability to provide financial support. Refer to The Graduate School web site to provide additional information and sources for funding. <http://www.colorado.edu/prospective/graduate/finances/index.html>
 - c) Assure prospective students that they have received complete information by putting your brochures and other materials in PDF files or outlining the steps a prospect should complete in acquiring information.
 - d) Be aware that there are campus web policies and style guides and that all material should comply with these policies. See www.colorado.edu/ucomm/standards.html.
- ◆ Work with Graduate School staff to ensure information on Graduate School Prospective Pages are up to date and accurate
- ◆ Communicate with prospective applicants and students regarding department requirements and admissions processes
- ◆ Manage faculty review process
- ◆ Communicate any changes to an applicant’s application to Graduate Admissions Processors
- ◆ Notify applicant of acceptance or refusal to the department
- ◆ Set application deadlines for domestic and international applicants
- ◆ Each graduate department is responsible for setting its own policies and procedures for processing domestic applications, evaluating applicant files, making acceptance/refusal decisions, forwarding transcript or any applicant materials to the Graduate Admissions Processors or International Admissions for final admissions assessment, and communicating/troubleshooting admissions issues with their assigned Graduate Admissions Processor
- ◆ Communicate with prospective students, applicants, and admitted students
- ◆ Responsible for providing application-related information to all applicants or helping them with information in their portal. Applicants should not be referred to the Graduate School or the Graduate Admissions Processor to receive their application status.
- ◆ Accept or deny students admission to a graduate program based on academic qualifications
- ◆ Award departmental financial aid (fellowships, TA or RA appointments)
- ◆ Work with applicants or students to resolve holds placed on their account

ADMISSIONS TERMS & DEFINITIONS

Admissions Stops

If final or temporarily waived transcripts, degrees, or credentials are still missing by census date for the term of admission, an admissions stop will be placed on that student's record, preventing future registrations. By this time the student has been notified (unless they were a really late admit) at least once and in most cases twice, that the credentials are needed.

Application Fee

Graduate application fees:

- ◆ Are non-refundable unless the payment was duplicated in error. Refunds will be processed by the Graduate School.
- ◆ \$50 – domestic applicants, \$70 – international applicants
- ◆ Can be paid by the department on behalf of the applicant.
 - a) If the department chooses to pay the fee on behalf of the applicant, you may transfer funds from your general fund speedtype, into the appropriate application fee account (see next page for account numbers). This is an unallowable cost on a sponsored project.

Graduate application fees are not required if:

- ◆ If a graduate student is going from one graduate degree level to another in the same department without a break in their education (summer does not count as a break). This includes Master's to Doctoral as well as Doctoral to Master's.
- ◆ If a graduate student is applying to the second program in an approved dual master's degree program.
- ◆ If a graduate student is readmitted and is returning to the same graduate degree program at the same level (i.e. master's or doctoral).
- ◆ If an applicant fulfills this criteria:
 - a) Instruct the applicant to check the check/money order option to pay their application fee
 - b) Inform your graduate processing liaison that the fee is not required.

Waivers – the Graduate School does not grant application fee waivers, with the exception of:

- ◆ Project 1000 applicants <http://mati.eas.asu.edu/p1000/>
Project 1000 is a national program which assists underrepresented students in applying to graduate school. Many institutions participate in the program, and students may apply to up to 7 of these institutions, including CU Boulder, by using the Project 1000 application. The application and supporting documents are sent directly to Project 1000. When the application is complete, Project 1000 sends the completed application to the department to which the student wishes to apply. Admissions decisions are made by the academic departments, and the admissions paperwork is then sent to the admissions office.
- ◆ McNair applicants <http://www.colorado.edu/SASC/mcnair/gradprograms.html>

The McNair Scholars Program is an academic enrichment, graduate school preparation initiative. This intensive academic honors program places emphasis on undergraduate research with the goal of preparing students to earn a Ph.D. Students who are selected are expected to represent themselves as worthy recipients of the designation. Generally speaking, students who are admitted to participate are supported through graduation from college and placement into a program of graduate study. Participation in the program is typically divided into two components: academic year internships and summer research fellowships.

Project 1000 and McNair applicants will need to select the “Check/Money” order option when submitting their application, but will not be expected to pay the fee. Inform your graduate processing liaison in these situations.

Application - Paper (pdf) version of the Graduate Application–

Applicants who cannot apply online must contact their department to obtain the pdf version of the Graduate Application (pdf) and either the international or domestic instructions. If you do not have a current copy, contact the Graduate School for a copy.

Upon receipt of the Graduate Application pdf, departments should use the Manual Entry feature in the Online Application system to enter the Applicant’s information.

Application Status Inquiries

Departments are responsible for answering applicant inquiries and providing application status information to their department’s applicants. Applicants are encouraged to check the status of their application at the **Graduate Portal** – <https://mycuboulder.colorado.edu/> The Graduate Portal is where applicants can login and check the status of their application and what materials have been received. Once admissions decisions are made, admitted applicants will be able to review their status, confirm their intent to enroll and, for domestic applicants, pay their confirmation deposit online. Students use the same login credentials as the application

Applicants should not be referred to the Graduate School or the Graduate Admissions Team to answer inquiries about missing materials or to receive their application status.

Cancellations

Applicants who have been accepted by a department can cancel their application and/or a department’s offer of admission online in the portal or by emailing or calling the department by the confirmation deadline.

If the applicant contacts you directly, notify your graduate processing liaison and they will change the status of the application in ISIS

Admitted and confirmed applicants must cancel their intent to enroll in writing to the department. Copies of the applicant’s correspondence should be attached in an email sent to the department’s graduate processing liaison who will change the status and attach the correspondence to the applicants account.

Checklists

Application checklists are created automatically in ISIS when an applicant submits their application. This is an overnight process.

Check list items consist of:

- ◆ Application Fee
- ◆ Required Test scores
- ◆ Letters of Recommendation
- ◆ Transcripts
- ◆ Department-specific required documents

Applicant check-list items will be updated by a graduate processing liaison as information arrives. The checklist information will be displayed to the applicant in the <https://mycuboulder.colorado.edu/> portal, where applicants can also check their application status in real time.

Conditional Admissions

Applicants who do not meet *departmental* standards of admission may be admitted conditionally by the department and then monitored for compliance at the department level. There is no notation in ISIS for a conditionally admitted applicant and the Graduate School is not involved. The department should notify the student when their conditions have been met.

Deadlines & Dates

- ◆ **Application Deadlines** - Each department sets the deadlines for applicants.
- ◆ **Application Software Deadlines** –Each department should communicate their application deadlines to the Graduate School so that the application system can reflect those dates for each term. Although departments may have two different deadlines for international and domestic applicants, the application system can only have one term deadline date. For example, if the deadline for the fall semester for international applicants is December 1st , but the domestic deadline is January 1st, the online application will be open until January 1st.
- ◆ **Department Admissions Decision Deadlines** - Departments have varying methods for making decisions about admission to graduate programs. Some have a single deadline and make all their decisions at one meeting. Others have rolling admissions and/or multiple meetings when decisions are made. The GPA is generally expected to keep track of where applicants are in the process, where materials are while being routed to faculty, and when decisions are made.
- ◆ **Confirmation Deadlines** – This is the deadline whereby an applicant confirms their acceptance to the department’s offer of admission. Applicants should be encouraged to confirm online through the graduate portal.
- ◆ **The standard confirmation deadline dates are:** spring--December 15, summer--May 1, fall-- June 15. If your department wants to use an earlier date, you should communicate in your letter of acceptance.
- ◆ **Census Date** – Is the day after the official drop/add class date. These dates change every year, and can be found on the Registrar’s website.

Deficiencies (admissions with)

This occurs when an applicant is identified as having deficiencies in their academic background such as missing coursework. In these situations, the department usually requires specific coursework to be completed by the student within a set period of time. The graduate school is not involved in this process.

Dual Degree

If an applicant intends to complete a dual degree, the applicant must be accepted by each department. If accepted to both, the applicant will be assessed tuition and fees based on the more expensive program.

Confirmation deposit

The confirmation deposit is always required. Domestic applicants can pay the Confirmation deposit in the <https://mycuboulder.colorado.edu/> portal. International applicants will pay their confirmation deposit when they arrive for school.

- ◆ The confirmation deposit cannot be waived. Contact Admissions with any questions or extenuating circumstances.
- ◆ Continuing students, moving from one program to another without a break do not need to pay another confirmation deposit.

External Database Usage Policy

Departments sometimes use databases – which must be approved by Registrar to prevent critical data loss and/or security breaches- to track documents within the department. Evaluate your application pool and department procedures to determine the most effective process for your office.

- ◆ The department understands and acknowledges that the data they have been granted access is protected under Federal Family Educational Rights and Privacy Act (FERPA) regulations, Colorado state privacy breach law (CRS §6-1-716), and University security policy (<https://www.cu.edu/policies/aps/it/6005.pdf>). Departments shall seek guidance from the campus IT Security Office regarding how to protect data in compliance with the campus private data security standard. It is the responsibility of the department to ensure that security requirements are implemented including;
 - a) All faculty and staff who receive access to graduate applications must have completed the University information security and privacy training.
 - b) All systems which store private data meet minimum security standards including keeping both application and operating system software up to date and maintaining current client security software.
 - c) Access to systems storing data are password protected and usernames/password combinations are unique to each user.
 - d) Data is protected from unauthorized physical access by ensuring that physical copies of data are not left in plain sight, information is not displayed when not in use, and devices storing data are in a secure physical location when not in use.
 - e) Data is transferred using secure mechanisms.

- f) Data is encrypted when stored on workstations, mobile devices, or external storage devices.
- g) Data will not be transferred to a non-University owned and managed computers system.
- ◆ The department understands that should data be exposed the department will be responsible for costs related to incident including forensics investigation and notification to the individuals whose privacy may have been violated. The department shall promptly notify the campus IT Security Office should the department have cause to believe that the data has been exposed or if the system storing data may have been compromised. Once the IT Security Office has been notified the department must wait for further instruction.

➤ Dan Jones IT Security Director, Office of Information Technology 303.735.6637

For assistance with data security – contact Dan Jones directly or e-mail security@colorado.edu

Intent to Enroll

Applicants can access and submit their Intent to Enroll in the graduate portal.

Letters of Recommendation

In the Online Application, applicant's have the opportunity to have a system-generated letter of recommendation email request sent to their letter writers or Recommenders. Applicants provide the email contact information in the application tool.

- ◆ The applicant receives an email notification when Recommenders have submitted a letter of recommendation on their behalf.

Note: applicants must submit their application before letter of recommendation emails will be generated.

Multiple Applications

Applicants may submit applications for multiple programs. However, the applicant can only confirm their intent to enroll to one program. If an applicant is admitted to multiple programs, Admissions will contact the applicant to have them choose a program.

Negative Service Indicators

Negative service indicators convey that an action needs to be assessed or taken with regard to the applicant's admissions process or a student's account. Most service indicators are initiated by the department and activated by the Registrar's office.

Track applications with negative service indicators carefully to determine what action needs to be taken on behalf of the student.

- ◆ The Suspension/Expulsion and Criminal History question is a required question in the Online Application that must be answered by the applicant. Applicants that answer the questions affirmatively will receive a negative service indicator on their ISIS account.
 - a) After a thorough investigation by the security team, if the applicant has been cleared for admittance, the applicant's negative service indicator in ISIS will be cleared.
 - b) Suspension/Expulsion & Criminal History cannot be used as a criterion for admission decisions.

- c) Students barred from admittance to the University may have both a negative service indicator and a status = WADM – Administrative Withdrawal
 - d) Applicants with negative service indicators for Suspension/Expulsion or Criminal History cannot be admitted by a department or the University until the security committee has cleared the applicant for admission.
 - e) If an applicant is barred from admission, they will be sent a letter explaining the decision.
- ◆ Other Negative Service Indicators indicate holds placed on an applicant's or student's account by their home department, Admissions, Registrar, or Bursar's office. Please click on the Negative Service Indicator icon to review information.
 - ◆ Holds placed on an account can prevent the student from registering for classes.
 - ◆ Applicants and Students with Negative Service Indicators should work with their home department's GPA to determine the nature of the hold and how to have it removed.

Notification of Accept/Deny to Applicants by the Department

Departments are responsible for sending out accept/deny notification to their applicants. Acceptance letters may or may not include an offer of financial assistance. An example of an offer letter is provided at the end of this document.

Official Notification of Admission to Applicants

Office of Admissions will send the accepted applicant an email providing instructions about how to confirm their intent to enroll, how to pay their confirmation deposit, and Identikey information.

Provisional Admissions

An applicant may be admitted provisionally when they do not meet Graduate School minimum standards of admission (primarily G.P.A., or no bachelor's degree at time of matriculation), and that decision must be approved by the Graduate School.

- ◆ Admissions will flag with a student group and notify the department of any applicants who fall within the provisional admit parameters (undergrad GPA less than 3.0 for Engineering programs and 2.75 for other programs, or non-US Bachelor's degree is not equivalent to US Bachelor's).
- ◆ If you wish to provisionally admit an applicant, e-mail the [Provisional Admit form](#) to Ginny Borst in the grad school at Borst@colorado.edu for approval.
- ◆ Ginny will forward the approved form to Admissions, who will add it to Singularity.
- ◆ Include a note on your decision spreadsheet indicating a provisional admit.
- ◆ Admissions will check Singularity for the signed form and will not enter the decision until the form is received and scanned.

The department monitors the student's progress and must notify the Graduate School to have the student changed to a regular admit status once they have met their admission conditions.

Readmissions

Formerly enrolled graduate students wishing to return to the same degree program must reapply and be readmitted. Since graduate students seeking readmission were previously enrolled in the same graduate

program, they do not need to submit transcripts for work done previous to their original attendance at CU nor do they need to pay an application fee. Since this process differs from a regular graduate applicant, students should fill out the Graduate Readmit Application and send it to Graduate Admissions.

- ◆ Departments will be notified by admissions if they have a readmit student application to review.

Changes to Program/Plan/Subplan

If an applicant needs to change the program/plan/subplan or level of their application the GPA will complete the applicant data change form and email to gradprocessing@colorado.edu or intlgrad@colorado.edu.

Term Changes

Applicants can change their term or defer their admission for up to one year. Admissions will process all term changes/deferrals, regardless of the application status in ISIS as long as it is approved by the department. E-mail the change request form to Admissions at gradprocessing@colorado.edu or intlgrad@colorado.edu.

Test Scores

Applicants are instructed to have official test scores sent to Institution Code: 4841. Applicants may self-report their test score information when they complete the Online Application.

- ◆ **GRE and GMAT** scores are tape-loaded to ISIS and **TOEFL** scores are scanned into Singularity.
- ◆ **TOEFL/IELTS** : International applicants are not required to submit scores if their native language is English, or they have completed at least one year of full-time study at a U.S. institution, or at an institution in a country where English is the native language at the time they apply, and within two years from their desired admission term.

If you are missing GRE or GMAT scores for a student and s/he indicates s/he took the test, please e-mail the applicants name, identification number, and the date they took the test to your graduate processing liaison, subject line: Missing Test Scores.

Transcripts

Applicants are instructed to send all OFFICIAL transcripts from **each** college attended to the following addresses, with the exception of any of the CU campuses, to:

Domestic applicants

Graduate Admissions
University of Colorado at Boulder
553 UCB
Boulder, CO 80309-0553
303-492-2845

For overnight or express mail send to:

Graduate Admissions
University of Colorado Boulder
3100 Marine St Bldg RL3
Ste A122
Boulder, CO 80303-1058
(303) 492-6301

International applicants

Office of Admissions
University of Colorado Boulder
3100 Marine Street
65 UCB
Boulder, CO 80309-0065
U.S.A

- ◆ **CU System Transcripts** – Your Graduate Admissions Team will run an internal transcript and upload it into Singularity for review.
- ◆ **Electronic Transcripts** – Will be accepted as long as they are sent to you directly from the issuing institution. Please forward these on to your graduate processing liaison.

If you receive transcripts in your department from an applicant, please send them to the Graduate Admissions Team via the same method you received them.

- ◆ Mailed to you? : Send them through campus mail to the Graduate Admissions Office (UCB 553),
- ◆ Emailed to you? : Email to Graduate Admissions (GradProcessing@Colorado.edu)
- ◆ Faxed to you? Faxed to the Singularity fax number: 5-4478 – if transcript is not on colored paper, please fax front and back of each transcript. Color paper transcripts do not transmit and should be mailed to Admissions.

Tuition Classification

Instate Tuition - Included in the Online Application is a link to the Tuition Classification Form for applicants that are claiming instate residency. After completing the form, applicants are advised to upload the document to their application for processing.

- ◆ Domestic Applicants - If a domestic applicant has requested in-state tuition classification and your department cannot offer assistance, (for example, your department does not support out-of-state [non-resident] master's candidates), the GPA can request training from tuition classification staff on determining the likelihood of the applicant being eligible for in-state (resident) status. The difference in cost between in-state and out-of-state tuition may be a major factor in an applicant's decision to attend CU Boulder. A GPA may ask the Residency Classification Office for an early determination of tuition classification to encourage an applicant to come to CU Boulder.
- ◆ International Applicants - For international applicants, in-state status is determined in large part by visa status. For more information contact the Tuition Classification office at 2-6868.
- ◆ Western Regional Graduate Program (WRGP) – provides in-state tuition in certain academic fields for residents of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Please refer to the Office of the Registrar website at <http://registrar.colorado.edu/students/pdf/WRGPprogramsweb.pdf> for a list of qualifying academic fields.
 - a) As a part of your procedure for offering a TA or RA, departments participating in WRGP should consider asking the student to specify her or his state of legal residence. This could save the University's funds that otherwise would pay the student's out-of-state tuition. Keep in mind that a student's legal residence is often different from their mailing address

SAMPLE ACCEPT and DENIAL LETTERS

We encourage you to use these samples as a place to start with your own department letters. There are some variations in standard elements so we encourage you to skim several letters for ideas. Adapt the letters to incorporate your unique departmental information and letterhead. In all letters the names and contact numbers are completely fictitious. We have included brief descriptions of the key elements of the sample letters below with an explanation regarding why we feel the particular elements noted are important for you to address.

You may want to incorporate information from the Employment Verification letter your international offer letters so you don't have to write a second letter in order for your students on appointment to obtain a Social Security Number. Make sure your offer letters for international students include the start date so they can get a Social Security Number.

All Letters of Acceptance

- ◆ Include a brief explanation of the process involving the Admissions Office. Please indicate to the applicant that an official notice of admission will come from that office and their admission is not complete until they confirm their intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/>
- ◆ You may want to include information regarding an advisor and their contact information.
- ◆ Include any required steps for registration or preparation that are important for your students to know before they arrive.
- ◆ If you have a department orientation you may want to include that information and the dates.
- ◆ If your department has a program to bring admitted applicants to campus for a visit, please be sure to include that information or other appropriate information about special events or activities that may begin before classes.
- ◆ If you have a confirmation deadline you should include that information.

No Aid

- ◆ If you are not able to award an appointment or aid during the first year, or will not offer aid at any time during the student's program of study, please make this clear.

Support May be Possible Later

- ◆ When you mention that you'll be making financial support decisions and offers later, try to mention a specific time frame so the applicant knows when they might expect to hear from you.

With Offer of Aid

- ◆ This letter shows an example for use with a TA appointment. The letter can be customized to explain the type of appointment you are offering.
- ◆ The type of detail shown in this example is particularly important for international applicants. The International Admission Team will use the financial information provided in your offer letter to determine if the applicant has adequate funding.

- ◆ It is important to give a clear and accurate representation of how stipends and tuition waivers are applied. You should also include information about the number of credits covered by your tuition waiver as well as the percentage of appointment and the expected number of hours of work that percentage translates to.
- ◆ If you require your TA's to participate in the Graduate Teacher Program or other departmental training or orientation programs, be sure to include that information.
- ◆ We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support CANNOT expect an answer from their admitted applicants before 4/15.
 - a) It is further agreed by the institutions and organizations subscribing to the Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer. If you are sending offer letters (with financial support) electronically, please include a link to the [CGS resolution](#) so your applicants can review the resolution.
- ◆ Please see the Offer Letter Template available on the [Graduate School website](#) for job offers to teaching assistants, graduate part-time instructors, and graduate assistants.

Provisional Admit

- ◆ Be sure to explain what provisional admission means. You should enclose a copy of the provisional application indicating the deficiencies and the conditions to be met. In addition, please describe any pertinent details regarding those conditions as you see in the sample letter.

Conditional Admit

- ◆ For students that you are admitting conditionally through your department, you would want to include information regarding the conditions as outlined in your department's admissions standard.

With Deficiencies

- ◆ The key is to inform your applicant of the deficiencies that exist and how you expect those to be met, including a time frame for completion of the additional requirements.

CAETE

- ◆ This letter will apply only to engineering students admitted through and starting course work in their first semester via CAETE. Not all engineering departments offer degree programs through CAETE, but most do offer at least a limited number of courses via this distance delivery mechanism.
- ◆ The major difference for these students is that admission and registration are processed through the CAETE office and this information should be clearly indicated in your letter of acceptance. PLEASE NOTE – the department letter is the only letter of acceptance or admission that these students will receive. No confirmation will be sent from the admissions office.
- ◆ As with other letters you should include any necessary registration or advising information or instructions.

Denial Letter

- ◆ You want to be kind and yet clear about the decision. You may be able to eliminate questions by including information such as what's included in your evaluation (see sample) and letting the applicants know the average academic qualifications of those that were accepted.

Letter of Acceptance – No Aid

Date

Justin Learner
1000 Fast Track Avenue
Eugene, OR 98903

Dear Mr. Learner,

We are happy to inform you that the Graduate Committee for the Department of XXXX has recommended that you be granted admission into the Ph.D. program for the fall XXXX semester. Due to limited resources the department is not able to offer aid at this time.

Professor Janice Hope will serve as your advisor. You may contact her at XXX-XXXX or first.last@colorado.edu. If you have any questions about your course of study please feel free to contact Dr. Hope or the Graduate Program Coordinator, Rachel Smith, at 303-XXX-XXXX, or first.last@colorado.edu.

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identikey information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/> no later than (THE TERM APPROPRIATE DEADLINE) to indicate your acceptance of this offer. We will contact you soon to arrange a visit to the University of Colorado prior to the decision date.

We sincerely hope that you decide to join us at the University of Colorado, and we wish you the best of success in your continued professional development. Our program, faculty, and students are outstanding, and I think you will find that the University of Colorado provides an exciting environment for your graduate work.

Sincerely,

Professor Jessica Rabbit

Professor and Chair

Letter of Acceptance - Support may be possible later

Date

Justin Learner
1000 Fast Track Avenue
Eugene, OR 98903

Dear Mr. Learner,

We are happy to inform you that the Graduate Committee for the Department of XXXX has recommended that you be granted admission into the Master of Science program with a specialty in XXXX for the fall XXXX semester.

Your application for financial aid is being considered separately. It may be possible for us to offer you financial support in the form of assistantships or fellowships. We will notify you in approximately 3 weeks when a decision has been made.

Professor Walter Geysler, who is a member of the Graduate Committee representing your area of specialization, has been assigned as your temporary advisor. If you have any questions regarding your studies, please contact him by phone at 303-XXX-XXXX or by e-mail at first.last@colorado.edu. After your arrival you may be assigned another advisor. For administrative information, please contact Ms. Heat at 303- XXX-XXXX or email at XXXX@colorado.edu

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identkey information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/> no later than (THE TERM APPROPRIATE DEADLINE) to indicate your acceptance of this offer. We will contact you soon to arrange a visit to the University of Colorado prior to the decision date.

We look forward to seeing you at the University of Colorado at Boulder.

Sincerely,

Professor Christina Bellam
Professor and Chair

Letter of Acceptance – With offer of aid

Date
Justin Learner
1000 Fast Track Avenue
Eugene, OR 98903

Dear Mr. Learner,

We are happy to inform you that the Graduate Committee for the Department of XXXX has recommended that you be granted admission into the Ph.D. program for the fall XXXX semester. The department is pleased to offer you support in the form of TA position for your first year of graduate study. This position comes with a monthly salary, payable September through May and includes tuition coverage and a contribution towards the cost of student insurance. We estimate this appointment to be worth \$XX,XXX based on current year salary and tuition figures.

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identikey information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/>. We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support cannot *require* a commitment from their admitted applicants before April 15. You may view the full resolution at the [CGS site](#).

Sincerely,

Professor Harold R. Calendar

Letter of Acceptance – Provisional Admission

Date

Samantha Student
Address

Dear Ms. Student,

We are pleased to inform you that the Admissions Committee for the Department of XXXX has recommended that you be granted admission as a provisional student into the Master of Science program at the University of Colorado Boulder, beginning the fall semester of XXXX.

Provisional admission status indicates that you have not met one of several minimum standards for graduate admission. The enclosed copy of the "Admission Application for Provisional Degree Students or Change of Status" form will indicate the area of deficiency and the actions required for you to be considered for a change to Regular Admit status. In order to attain Regular Admission status, our admissions committee has determined that you must enroll in X in your first semester, earning a grade no lower than 3.0 in that class. In addition, you must maintain a grade point average of at least 3.0 in all course work during your first semester.

You will find a degree plan enclosed. You are required to speak with a faculty advisor when you fill out the degree plan. The degree plan should be completed and turned in before the end of your first semester. This is to ensure that you will meet minimum requirements for graduation. Professor X has been assigned as your advisor. He may be contacted at 303-555-4555 or first.last@colorado.edu. You will be required to speak with your advisor or our graduate program assistant X at 303-555-3555 or first.lastn@colorado.edu before you may access the registration system.

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identikey information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/> no later than (THE TERM APPROPRIATE DEADLINE) to indicate your acceptance of this offer. We will contact you soon to arrange a visit to the University of Colorado prior to the decision date.

Sincerely,

Professor Harold R. Calendar

Letter of Acceptance – Conditional Admission

Date

Samantha Student
Address

Dear Ms. Student,

We are pleased to inform you that the Admissions Committee for the Department of XXXX has recommended that you be granted conditional admission into the Master of Science program at the University of Colorado, Boulder, beginning the fall semester of XXXX.

Conditional admission status indicates that you have not met one of several minimum standards for graduate admission as determined by the department. In order to attain Regular Admission status, our admissions committee has determined that you must enroll in TLEN 5835 in your first semester, earning a grade no lower than 3.0 in that class. In addition, you must maintain a grade point average of at least 3.0 in all course work during your first semester.

You will find a degree plan enclosed. You are required to speak with a faculty advisor when you fill out the degree plan. The degree plan should be completed and turned in before the end of your first semester. This is to ensure that you will meet minimum requirements for graduation. Professor X has been assigned as your advisor. He may be contacted at 303-555-4555 or first.last@colorado.edu. You will be required to speak with your advisor or our graduate program assistant X at 303-555-3555 or first.last@colorado.edu before you may access the registration system.

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identikey information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/> no later than (THE TERM APPROPRIATE DEADLINE) to indicate your acceptance of this offer. We will contact you soon to arrange a visit to the University of Colorado prior to the decision date.

Sincerely,

Professor Harold R. Calendar
Director of Graduate Studies

Letter of Acceptance - with deficiencies

Date

Harry S. Hall
982 Serpentine Drive
San Francisco, CA 99901

Dear Mr. Hall,

We are pleased to inform you that the Graduate Committee of the Department of XXXX has recommended that you be granted admission with deficiencies into the Master of Science program with a specialty in XXXX beginning the fall semester of XXXX.

In considering your application we have identified deficiencies in your background that must be removed by your taking additional course work beyond the requirements of your previous degree. These deficiencies include the following courses: XXXX and XXXX. You will need to complete course work in these areas within your first two semesters. Professor Xhas been assigned as your temporary advisor and will assist you in selecting courses to remove the deficiencies. Please contact her as soon as possible regarding academic issues at 303-XXX-XXXX or email at first.last@colorado.edu. After your arrival, you may be assigned another advisor. Please contact X for administrative information at 303-XXX-XXXX or email XXXX@colorado.edu.

USE THIS PARAGRAPH FOR DOMESTIC APPLICANTS:

Official notification of admission will be sent to you via email with information on how to confirm your intent to enroll and your Identikiy information. Once you have received this notification you will be able to confirm in the graduate portal at <https://mycuboulder.colorado.edu/>. Your admission is not finalized until you have confirmed and paid the confirmation deposit.

USE THIS PARAGRAPH FOR INTERNATIONAL APPLICANTS:

Your application will be forwarded to the Admissions Office for final processing. Official notification of admission will be issued from that office. If you require an immigration document, such as a Form I-20, the document will be issued by that office as well. It can take up to six weeks to receive the letter and documents if your letter is being mailed to an address outside of the U.S.

In order to assist our admissions process, please confirm your intent to enroll in the graduate portal at <https://mycuboulder.colorado.edu/> no later than (THE TERM APPROPRIATE DEADLINE) to indicate your acceptance of this offer. We will contact you soon to arrange a visit to the University of Colorado prior to the decision date.

We look forward to having you join our program.

Sincerely,

Professor Weston Wheeler
Director of Graduate Studies

Letter of Acceptance - Admit and start courses through CAETE

Date

Massey Video
42 Electronic Way
Silicon Valley, NV 89075

Dear Ms. Video,

We are happy to inform you that the Graduate Committee for the Department of Telecommunications has recommended that you be granted admission into the Master of Science program for the fall XXXX semester.

The CAETE office will complete your application processing in preparation for your registration. Please check the CAETE web site (<http://caete.colorado.edu>) for registration dates. During the registration period, you will need to contact Shirley McLain the CAETE office to register for your courses.

You will find a degree plan and a faculty advisor list enclosed. You are required to speak to a faculty advisor and fill out your degree plan before enrolling in your second semester. This is to insure that you have a degree plan that will meet the requirements for graduation. The recommended advisors are Susan Sunshine and Barry Varry; however, you may select any faculty member from the enclosed list.

All technical classes have TLEN5310 "Telecommunications Systems" as a prerequisite. If you don't have a recent strong math and engineering background, we strongly recommend TLEN 5300 "Telecommunication Theory and Application" as a refresher course. TLEN 5835, "Economics, Policy & Management Aspects of Telecommunication" is a prerequisite for all economic, policy and management courses.

For your first semester we suggest that you register for TLEN 5310 and TLEN 5835. If you need assistance with early advising, please contact the Graduate Program Administrator, Audrey Hepburn. You can reach her at 303-555-8555 or at first.last@colorado.edu.

Best wishes to you as you pursue your advanced degree in Telecommunication. If you have any concerns relative to the program, please contact the ITP office at 303-XXX-XXXX.

Sincerely,

Professor Harold Shock
Chair

Denial Letter

Date

Polaris Bear
53 Arctic Circle
Miami, FL 34306

Dear Ms. Bear,

Thank you for your recent application to the University of Colorado at Boulder, department of Atmospheric and Oceanic Sciences.

We regret to inform you that we are not able to recommend an offer of admission for the fall XXXX semester. We receive applications from many highly qualified applicants and competition for the limited number of openings is keen. Admission decisions are reached after examining the merits of the applicants as well as determining the availability of faculty and facilities. You may be interested to know that the average undergraduate GPA for those matriculating in fall XXXX was 3.XX/4.00 and the average combined GRE score was XXXX/XXXX.

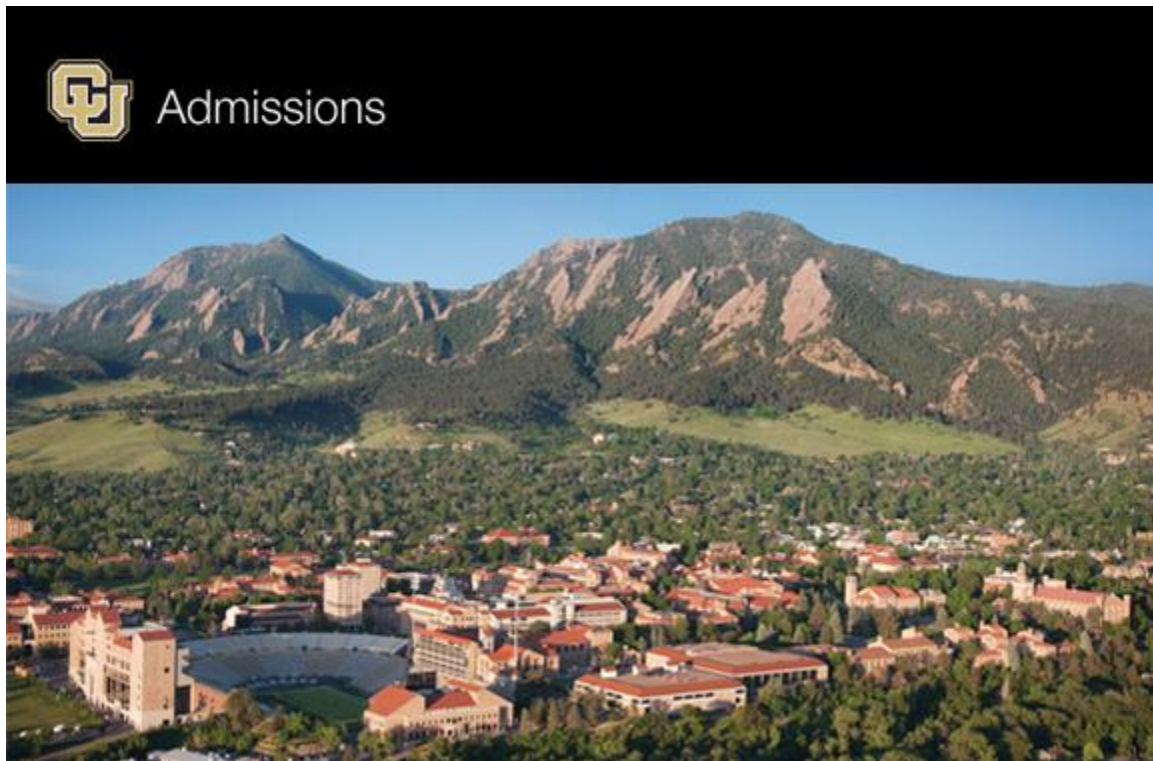
If you have questions about this decision, please contact the Graduate Program Assistant, Frosty Creamery, at 303-XXX-XXXX or send email to first.last@colorado.edu.

We appreciate your interest in the University of Colorado and wish you success in attaining your personal and academic goals.

Sincerely,

Professor Coco Bean
Chair

OFFICIAL ADMIT EMAIL - DOMESTIC



Dear fld_FIRST_NAME:

Congratulations on your admission to the University of Colorado Boulder. As a CU Boulder student, you will join a community of faculty, staff and students committed to outstanding scholarly achievement, diversity and collaborative research that will prepare you to be a leader in your field.

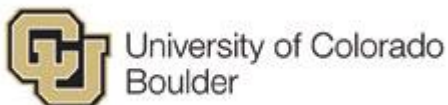
To confirm your intent to enroll, go to the 'Confirm' tab in your **MyCUBoulder** account. You log into your **MyCUBoulder** account using the same username and password you used to login to the application. Once you confirm your intent to enroll, we notify other offices on campus that you will be attending CU Boulder. Information for these offices can be found [here](#) or in your **MyCUBoulder** account.

The student identification number (SID) assigned to your university file is **fld_EMPLID**. You will need your SID to activate your Identikey. Visit cuidm.colorado.edu to get started and the confirm tab in your MyCUBoulder account for more information. Please safeguard your SID and keep it in your records for future reference.

We look forward to your positive contribution to our campus community. Please contact your department if you have any questions. Once again, congratulations on your admission to the University of Colorado Boulder!

Kevin MacLennan
Director
Office of Admissions

OFFICIAL ADMIT EMAIL – INTERNATIONAL



Office of Admissions
Regent Administrative Center 125
65 UCB
Boulder, Colorado 80309-0552
Phone: 303-492-6301; Fax: 303-735-2501

Dear fld_FIRST_NAME:

Congratulations! We are pleased to inform you that you have been granted Begin IfprovisionalEnd IF admission to the Begin IfdoctoralEnd IFBegin IfdoctoralEnd IFBegin IfmastersEnd IFBegin IfmastersEnd IF degree program in E.DESCR for the Begin Ifspring semester 2012End IFBegin Ifsummer session 2012End IFBegin Iffall semester 2012End IF at the University of Colorado Boulder. Your admission is based on the credentials we now have on file. If at any time additional credentials are received which affect your qualifications, the university reserves the right to change the admission decision.

The student identification number assigned to your university file is **fld_EMPLID**. Please safeguard your SID for your protection and keep in your records for future reference. Your SID will be part of your IdentiKey activation- your IdentiKey is your login and password that will follow you throughout your career at the university, and will be used to register for classes, apply for your BuffOneCard, and much more. To activate your IdentiKey, you will need to take your SID, date of birth, and the last four digits of your social security number or a PIN to cuidm.colorado.edu/idm/user/login.jsp?SelectAccessData=true. If you do not have a social security number, your PIN will be emailed to you directly by our IT department. If you need help activating your IdentiKey, please email our IT department directly at help@colorado.edu or phone (303) 735-HELP (4951). For tuition classification purposes you are considered a Begin IfResidentEnd IFBegin IfNonresidentEnd IF.

- **New F-1 visa students:** If you live outside the US and will be studying at the University of Colorado Boulder on an F-1 visa, your I-20 form is being generated and will be sent to you through regular post to the mailing address indicated in your application within 1-2 weeks. The form will be accompanied by instructions for obtaining your F-1 student visa. If you would like information about having this document shipped via express mail, please contact us *immediately* via email at intladm@colorado.edu.

- **Current F-1 visa students:** If you are currently attending a US school on an F-1 visa, you will need to ask this school to transfer your SEVIS record to us in order for us to issue the transfer pending I-20. Please complete the top portion of this form www.colorado.edu/prospective/pdf/F1StudentRequest.pdf and give it to the International Student Advisor at your school. The International Student Advisor will complete the bottom portion of the form and fax it to our office. Once we have received the form, and it is after the SEVIS release date, we will issue the transfer pending I-20.
- **J-1 students:** For students on a J-1 visa, if you have requested the University of Colorado Boulder to provide the Form DS-2019 for that purpose, International Student and Scholar Services (ISSS) will send it to you. If you are sponsored by some other agency that will provide the Form DS-2019, you should obtain the form from that agency. On or before the arrival date indicated on your Form DS-2019, report to ISSS in the Office of International Education, located in Suite S355 of the Center for Community Building. Failure to report to that office will prevent you from completing the necessary arrangements before registration.
- **Neither F nor J students:** If you are currently in the United States but not on an F or J visa, you must contact International Student and Scholar Services (ISSS) regarding your immigration status at 303-492-8057, adviser@colorado.edu or www.colorado.edu/OIE. If you are outside of the United States and you have questions about applying for your visa or entering the United States on neither an F nor J visa, you may also contact ISSS. ISSS will also assist you with personal arrangements and will send you information about housing, orientation, and other university matters. **Do not** come to the United States using a tourist or other visa. If you do so, you will probably have to return to your home country to apply for the proper visa.
- **Changing Immigration Status:** If you plan to change your immigration status prior to starting at the University of Colorado Boulder, please contact us immediately so we can determine how to proceed. You may email intladm@colorado.edu or phone (303) 492-6302 and ask to speak to an international admissions representative.

All new students admitted to the University of Colorado Boulder, including all international students, are required to pay a one-time \$200 confirmation deposit. This deposit cannot be waived. However, as a courtesy to international students, **you have been confirmed to enroll and this \$200 confirmation deposit is deferred until your arrival.** The deposit is due at the same time as your tuition and fees, but please note that it will not appear on this bill - it is a separate charge that will need to be paid separately, although still through the Bursar's office. It will be refunded to you upon your graduation or withdrawal from the university, provided all requirements have been met. For details, refer to the *University of Colorado Boulder Catalog*, www.colorado.edu/catalog, or visit the website for the Office of the Registrar, registrar.colorado.edu.

We look forward to having you join us at the University of Colorado Boulder. If you have any questions regarding your admission status, please feel free to contact our office.

Application Processing Outside of Admissions and Other Special Circumstances (Use the PDF version of the Application unless other documents are specified below)

Secondary degrees - A student/applicant is completing a secondary degree if they are completing degrees in two different departments. It is not considered a secondary degree if a student is completing a master's degree while working toward the Ph.D. in the same department.

- ◆ For continuing domestic students who are adding a secondary degree, applicants should complete the PDF version of the application and submit it to the department. Transcripts and test scores for the student should already be in ISIS/Singularity.
 - a) If dept. wants to admit the applicant, send the completed [Additional/Dual Degree Program Request Form](#) to the registrar's office via email or by campus mail to 20 UCB. This form is also available on the Registrar's webpage under Faculty and Staff, Class and Course Information
 - b) For continuing international students who are adding a secondary degree program, the department should send a PDF application with the admit decision indicated on it to international admissions at 65 UCB for processing so that they can do a review of the student's immigration documentation.

Level change from Master's to Ph.D. Departments who admit first to their master's program and then process a new admission for domestic students continuing from the Master's program to the Ph.D. should complete the "University of Colorado Application for Continuation from Master's Program to Ph.D."

- a) Submit the completed [Master to PhD application](#) to the Registrar's office via campus mail, 20 UCB. The form is also available on the Registrar's Webpage under Faculty and Staff, Class and Course Information.
- b) Continuing international students cannot be readmitted and advanced from the Master's to the Ph.D. using the procedure above and must be admitted using the PDF version of the application, a new financial statement and other material as required by the department, or international admissions. The application and the original financial statement with supporting documents must be sent to international admissions at 65 UCB. New immigration documentation is required for these changes.

Engineering students moving between Master of Engineering and Master of Science - Students who are continuing in the same department but who wish to change from the Master of Engineering to a Master of Science or from the Master of Science to the Master of Engineering.

- ◆ After departmental review and approval, the department should send an email requesting the change to Kristen.hepp@colorado.edu.

Engineering students moving from main campus to CAETE – Continuing students who would like to switch from Main campus to CAETE need to have their department send a request to cerecords@colorado.edu.

- ◆ International students admitted into CAETE who need an I-20 issued need to contact the Office of International Education at 2-8057