GRADUATE ADMISSIONS GUIDE

University of Colorado Boulder
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CONTACT INFORMATION

Graduate School Staff

Online Application or Systems Inquiries: gradadm@colorado.edu

Contacts:

- Gretchen O’Connell, Assistant Dean, 303-492-6143
- Patty Krus, Assistant to the Assistant Dean, 303-492-5297

Admissions Office - Graduate Processing Liaisons

DOMESTIC APPLICANTS gradprocessing@colorado.edu

- Brenna Dieter 303-735-5060 brennadette.dieter@colorado.edu

INTERNATIONAL APPLICANTS intlgrad@colorado.edu

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

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

- Doug Ramsburg 303-492-2457 douglas.ramsburg@colorado.edu

Registrar’s Office

- General Registration Information, 303-492-6970
- Academic Room Scheduling/CUSIS Course Inventory, 303-492-6619
- Tuition Classification, tuitclass@colorado.edu, 303-492-0907

Bursar’s Office

- General Billing Information, 303-735-6239

Office of International Education

- www.colorado.edu/oie/ 303-492-6016
- www.colorado.edu/oie/isss 303-492-8057 (International Student and Scholar Services)
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 Team
♦ Receive and upload to Singularity all application support material
♦ Update applicant checklists in CUSIS
♦ Compile Completed Application Packages (CAP)
♦ Update applicant status in CUSIS
♦ 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 CUSIS 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
♦ **Program 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 and matches the information on their own website pages.
♦ 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/admissions/graduate/apply/preparing/tuition](http://www.colorado.edu/admissions/graduate/apply/preparing/tuition)
  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](http://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 transcripts 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 official 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, contact gradadm@colorado.edu.
♦ $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. 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.
♦ If a graduate student is applying to the second program in an approved dual master's degree program. Instruct the applicant to complete the on-line application and to check the check/money order option to pay their application fee. Inform your graduate processing liaison that the fee is not required.
♦ 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). Readmits should not fill out the online application and instead should be instructed to fill out the readmit application and submit to dept. (available on the graduate school website).

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.
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.

Peace Corps Volunteers
Any applicant who is a currently active Peace Corps volunteer may request a fee waiver.

AmeriCorps Volunteers
Any applicant who is a currently active AmeriCorps volunteer may request a fee waiver.

Project 1000, McNair Scholars, and AmeriCorps or Peace Corps applicants will need to contact gradadm@colorado.edu to request a form. To submit their application, they should select the “Check/Money” order option, 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. If you do not have a current copy, contact the Graduate School for a copy. The application and accompanying materials should be submitted directly to graduate admissions for processing.

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 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 inquires 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 CUSIS.
Admitted and confirmed applicants must cancel their intent to enroll in writing to the department. Copies of the applicants’ 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 CUSIS when an applicant submits their application. This is an overnight process.

Check list items consist of:
- Application Fee
- Required Test scores
- Letters of Recommendation
- Unofficial 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 CUSIS for a conditionally admitted applicant and the Graduate School is not involved. The department should notify the student when their conditions have been met.

**Confirmation deposit**
The confirmation deposit is always required. Applicants can pay the Confirmation deposit and confirm their intent to enroll in the https://mycuboulder.colorado.edu/ portal.
- 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.

**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.

- **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.

- **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. 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.

- **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.

**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 apply to and be accepted by each department. The applicant will then be contacted by admissions to choose which of the two departments they wish to be admitted to first. After the student has matriculated, the GPA of the second department should complete the [Graduate Program Dual Degree Form](#) to add the second program, and submit it to the Office of the Registrar. Students in dual degree programs will be assessed tuition and fees based on the more expensive program.

**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](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 by e-mail security@colorado.edu

Intent to Enroll
Applicants can pay the $200 confirmation deposit and confirm their intent to enroll in the https://mycuboulder.colorado.edu/ portal.

Letters of Recommendation
In the Online Application, applicants 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. If a letter has not been received by a week after the initial email, automatic reminder emails will be sent out.
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 CUSIS account.
  a) Files are reviewed twice a week during the regular admission cycle.
  b) Checklist item “Crim Clear” will be added to the applicant checklist.
  c) After a thorough investigation by the security team, if the applicant has been cleared for admittance, the applicant’s negative service indicator in CUSIS will be cleared and the checklist item will be completed.
  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) Suspension/Expulsion & Criminal History cannot be used as a criterion for admission decisions.
  f) Students barred from admittance to the University may have both a negative service indicator and a status = WADM – Administrative Withdrawal
  g) If an applicant is barred from admission, they will be sent a letter explaining the decision and the department will be contacted by the graduate admission’s office.
  h) Departments may search for all applicants who are still under review by using the missing checklist item report in cognos.

- 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
This is a two-step process: 1. Departments are responsible for notifying their Graduate Processor of all accepted/denied applicants, so that they may promptly update the status of all applicants– allowing applicants to see their new status in the MyCUBoulder portal.
2. 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 pay their confirmation deposit and confirm their intent to enroll, and setting up Identikey information.

**Program/Plan/Subplan Changes**
If an applicant needs to change the program/plan/subplan or level of their application the GPA will complete the applicant data change form ([domestic](mailto:gradprocessing@colorado.edu) or [international](mailto:intlgrad@colorado.edu)) and email to gradprocessing@colorado.edu or intlgrad@colorado.edu.

**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. No offer of provisional admission should be extended to an applicant without prior approval by the graduate school.

- Admissions will flag with a student group and notify the departments 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](mailto:gradprocessing@colorado.edu) and submit it to the department. Once a decision has been made the department should send the completed application to gradprocessing@colorado.edu for processing.

**Social Security Numbers (SSN)**
All domestic students who do not provide a SSN when applying will receive an email after their application is submitted, requesting that they submit a form with their SSN. SSNs should not be emailed!
If the form is not submitted, students should call the Admissions call center at 303-492-6301 to provide their social security numbers over the phone so that our phone staff can enter the information on a secure form which submits directly into Singularity and goes into a workflow to be updated in CUSIS. They can also mail it to us by snail mail.

Registered students who are legally able to obtain a SSN are required to have one for the following reasons:

1. For tax reporting purposes. By federal law, the university must report the name, address, and SSN of every student who has paid tuition to the Internal Revenue Service (IRS) to certify education related tax credits.
2. To apply for and receive state/federal financial aid.
3. On-campus student employment.
4. Health services and the student health insurance program.
5. Informal credit relationships (past due charges for tuition, fees, housing, etc.).
6. Medical certification.

**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 CUSIS 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. Students who defer will be contacted by admissions in September for all following year terms.

**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, GMAT, and TOEFL** scores are received directly from ETS.
- **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**

- **Unofficial Transcripts** - For review and decision purposes applicants are required to upload an unofficial copy of their transcript(s) in the online application. We require one copy of the scanned transcript from each undergraduate and graduate institution attended.
♦ **Official Transcripts** – Only applicants who confirm their intent to enroll are asked to provide official transcripts (sent to us directly from previous institutions either by mail or electronically to gradprocessing@colorado.edu). Offers will not be considered final until we have received the official documents that match the uploaded records.

♦ **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 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),

♦ **Email 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**

In-state tuition eligibility requires one year of Colorado domicile (legal residence). Exceptions to the one year requirement are provided for: honorably-discharged members of the U.S. armed forces moving permanently to Colorado; active-duty military; Colorado National Guard members; children of faculty members at state-supported colleges; U.S. citizens who attended 3 years of high school in Colorado immediately prior to enrollment; and employees of companies moving to Colorado with State economic incentives. Information about the Colorado resident/nonresident regulations, including details of these exceptions is available on the registrar’s website.

Included in the Online Application are questions to determine a student’s in-state tuition eligibility.

♦ **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 [http://wiche.edu/wrgp](http://wiche.edu/wrgp) 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.
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 (except for SLHS). 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 CUSIS/Singularity. It is up to the admitting department if they need additional materials (e.g. letters of reference, statement of purpose etc.)

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 Graduate Program Master’s to PhD form.

a) Submit the completed Master to PhD application to the Registrar’s office via campus mail, 20 UCB. The form is available on the Registrar's Webpage under Faculty and Staff, Class and Course Information.

b) International students changing their level of study (either Master’s to PhD or vice versa) need new immigration documents to reflect the change. In order for those new documents to be issued, the student needs to demonstrate “proof of funding” for their new level of study. To change an international student’s level of study, please email brian.a.brown@colorado.edu, and include the following information: name and date of birth of the student, their current and new level, whether the student is completing their current level and then changing, or continuing to work on their current degree while adding another, and the requirement term for the new level. Also, please attach any funding offer you are making to the student, or any updated financial statement you have received from the student for their new level. If the financial information is not included in this email, the Office of Admissions will ask the student
for it directly. There is no need to submit a form or get the student to complete a new application— the email will suffice.

**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 BBA** – Continuing students who would like to switch from Main campus to BBA need to have their department send a request to cerecords@colorado.edu.

- International students admitted into BBA who need an I-20 issued need to contact the Office of International Education at 2-8057.
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 into 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
♦ Indicate to the applicant that the offer of admission is not considered official until they receive the official notice of admission from the Admissions office.
♦ Inform the applicant that their admission will not be considered 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.

**Be Boulder Anywhere (BBA)**

♦ This letter will apply only to students admitted through and starting course work in their first semester via BBA. Not all engineering departments offer degree programs through BBA, 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 BBA 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.
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:
Official notification of admission will be sent to you via email from the Office of Admission 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/. 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

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 Geyser, 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 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:
Official notification of admission will be sent to you via email from the Office of Admission 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/. 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

Graduate Admissions Guide, October 2015
Letter of Acceptance – With offer of aid (Domestic)

Justin Learner
1000 Fast Track Avenue
Eugene, OR  98903

Dear Mr. Learner,

I am pleased to inform you that your application for admission for (term and year) has been favorably reviewed (by our Admissions Committee). We have recommended to the Graduate School that you are to be admitted as a graduate student in good standing to the (degree name) program in (program name).

The department is pleased to offer you support in the form of a (type and percentage) position, which is approximately (x) hours per week, for (dates of appointment). This position comes with an academic year salary, payable September through May of (xxxxx). The appointment includes a contribution towards the cost of student insurance tuition coverage and up to (x) credit hours of tuition coverage each semester. This funding offer is contingent on your enrolling as a full-time student.

An official notification of admission will be sent to you via email from the Office of Admissions with information on how to confirm your intent to enroll and your Identikey information, which you will need when accessing our on-line student resources. Once you have received this notification you will be able to confirm in the graduate admissions portal at https://mycuboulder.colorado.edu/. If you do not receive the official admit email shortly, please contact me (or other program contact).

Because of our policy of limited admission, we would appreciate a response from you, either by confirming in the portal or contacting us directly, by April 15. You are, however, under no obligation to respond to this offer of financial support prior to April 15, by agreement of the member institutions of the Council of Graduate Schools (CGS). You may view the full agreement at the CGS site.

If you have any questions concerning your admission, offer of funding, or any other aspect of the graduate program, please do not hesitate to contact (advisor or other program contact name) at (address, email and/or telephone number).

On behalf of our faculty, I congratulate you on your promising academic record, and I hope you will be able to join our program. We are very happy that you have considered UCB for your graduate studies.

Sincerely,

Professor Harold R. Calendar
Letter of Acceptance – With offer of aid (International)

Justin Learner
1000 Fast Track Avenue
Eugene, OR  98903

Dear Mr. Learner,

I am pleased to inform you that your application for admission for (term and year) has been favorably reviewed (by our Admissions Committee). We have recommended to the Graduate School that you are to be admitted as a graduate student in good standing to the (degree name) program in (program name).

The department is pleased to offer you support in the form of a (type and percentage) position, which is approximately (x) hours per week, for (dates of appointment). This position comes with an academic year salary, payable September through May of $(xxxx). The appointment includes a contribution towards the cost of student insurance tuition coverage and up to (x) credit hours of tuition coverage each semester. This funding offer is contingent on your enrolling as a full-time student.

An official notification of admission will be sent to you via email from the Office of International Admissions with information on how to confirm your intent to enroll and your Identikey information, which you will need when accessing our on-line student resources. Once you have received this notification you will be able to confirm in the graduate admissions portal at https://mycuboulder.colorado.edu/. If you do not receive the official admit email shortly, please contact me (or other program contact).

If you require an immigration document, such as a Form I-20, the document will be issued by International Admissions. 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.

Because of our policy of limited admission, we would appreciate a response from you, either by confirming in the portal or contacting us directly, by April 15. You are, however, under no obligation to respond to this offer of financial support prior to April 15, by agreement of the member institutions of the Council of Graduate Schools (CGS). You may view the full agreement at the CGS site.

If you have any questions concerning your admission, offer of funding, or any other aspect of the graduate program, please do not hesitate to contact (advisor or other program contact name) at (address, email and/or telephone number).

On behalf of our faculty, I congratulate you on your promising academic record, and I hope you will be able to join our program. We are very happy that you have considered UCB for your graduate studies.

Sincerely,

Professor Harold R. Calendar

Graduate Admissions Guide, October 2015
Letter of Acceptance – Provisional Admission

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:
Official notification of admission will be sent to you via email from the Office of Admission 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/. 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,

Graduate Admissions Guide, October 2015
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:
Official notification of admission will be sent to you via email from the Office of Admission 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/. 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,

Graduate Admissions Guide, October 2015
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 X has 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 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:
Official notification of admission will be sent to you via email from the Office of Admission 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/. 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,
Letter of Acceptance - Admit and start courses through Be Boulder Anywhere

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 BBA office will complete your application processing in preparation for your registration. Please check the BBA web site (http://beboulderanywhere.colorado.edu/) for registration dates. During the registration period, you will need to contact Shirley McLain of the BBA 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
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
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.

You may have already notified your home department of your decision to attend, but in order to officially confirm your intent to enroll you must go to the ‘Check Application’ tab in your MyCUBoulder account and click on ‘Check Your Status.’ You will see a link to Accept/Decline the Offer of Admission. 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 and pay the $200 enrollment deposit, we notify other offices on campus (your college or school,
registrar, etc.) that you will be attending CU-Boulder. Materials will then be sent directly to you from those offices. Additional information can be found on our Admitted Graduate Student Fact Sheet.

The student identification number (SID) assigned to your university file is fld_EMPLID. You will need this number to conduct much of your university business; therefore, please safeguard your SID and keep it 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. After you have confirmed your intent to enroll you may activate your Idenitkey at our Identity Manager site. You will need your SID, and the last four digits of your social security number or a PIN to activate your account.

If you did not enter a social security number when applying, your PIN will be emailed to you directly by our IT department once you are confirmed. If you need help activating your IdentiKey, please email our IT department directly at help@colorado.edu or phone (303) 735-HELP.

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

John Stevenson
Dean of the Graduate School
University of Colorado Boulder
Dear fld_FIRST_NAME:

**Congratulations!** We are pleased to inform you that you have been granted admission to the degree program in E.DESCR, for the EXPR18_18 term. We hope that you will accept our offer of admission to this college and choose to attend the University of Colorado Boulder.

To accept this offer of admission, go to your MyCUBoulder account and follow the instructions on the “Confirm” tab. Some departments require separate confirm - please check with your new department to see if that is necessary. Please do not confirm your intent to enroll unless you truly plan to join us.
We will not issue any immigration documents nor accept your SEVIS transfer until you have confirmed your intent to enroll through the portal. For more information about visas, please refer to the appropriate bullet at the end of this email.

The student identification number assigned to your university file is `fld_EMPLID`. Please safeguard your SID for your protection and keep it in your records for future reference. Your SID will be part of your IdentiKey activation—your IdentiKey is the login and password that will follow you throughout your CU-Boulder career, 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.

All new students admitted to the University of Colorado Boulder, including all international students, are required to pay a one-time $200 enrollment deposit. This deposit cannot be waived. However, as a courtesy to international students, this $200 enrollment deposit will be deferred until your arrival. The deposit will be 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. The enrollment deposit 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.

Sincerely,

Jeannine Bell

Senior Assistant Director of Admissions

- **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. We have found that such deliveries typically take 6-8 weeks, and there is no tracking number. 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 intlgrad@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 admissions.colorado.edu/undergraduate/sites/default/files/F1_Student_Transfer_Request.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 intlgrad@colorado.edu or phone (303) 492-6302 and ask to speak to an international admissions representative.

Contact Us!