

PhD in Education

Application Checklist & Instructions

Thank you for your interest in the School of Education at the University of Colorado Boulder!

This document will walk you through the application process for the PhD programs offered through the School of Education and address common application questions. Review each section carefully to ensure your application is complete and submitted by the deadline. The requirements vary among the different programs, so be sure to read all information published on our website. Additionally, satisfying the minimum application criteria does not guarantee admission. Please plan accordingly.

International Applicants

Please review the International Admissions section of the [Graduate Admissions website](#) for more details about this process. Additional documentation such as TOEFL scores, Proof of Financial Support, or visa information may be required. Additionally, the application fee will be assessed at \$70.

Application Checklist

1. ___ [CU Graduate Application for Admission](#)
2. ___ [Four \(4\) Letters of Recommendation](#)
3. ___ [Personal Statement](#)
4. ___ [University Application Fee \\$50.00 \(International Applicants- \\$70.00\)](#)
5. ___ [One Official Transcript from EVERY Institution Attended](#)
6. ___ [GRE Scores](#)

Admission Criteria

To be eligible to apply for the PhD program, applicants must meet the following criteria:

1. Hold a bachelor's degree from an accredited institution of higher education (or will, by the first day of classes for the term applied).
2. Minimum 2.75 undergraduate GPA cumulatively among all institutions attended and in all previous coursework in Education.
3. Minimum 3.00 post-baccalaureate GPA.
4. Submission of GRE Scores (no fixed minimum).

Application Deadline – *The deadline applies to all materials and is strictly enforced.*

FALL ADMISSION ONLY

Domestic Applicants

Fall: January 1st

International Applicants

Fall: December 1st

Required Application Materials

1

CU Graduate Application for Admission

The [CU Graduate Application for Admission](#) must be submitted online. Please follow the instructions below carefully. Selecting the incorrect Career, Program, or a Term whose deadline has already passed, for example, may disqualify your application.

- STEP 1** Register for an account through the link above if you have not already created one. To register, click the “Register Here” button on the log-in page. The username and password you create will be e-mailed to you. **Please allow 2-3 business days for received these e-mails.**
- STEP 2** Log in and make the following selections
- | | |
|---------------------------------|--|
| Please select a career: | GRAD - Graduate |
| Please select a program: | EDUCG - School of Education GRAD |
| Please select a field of study: | Select – EDCI-PHD, EECD-PHD, EFPP-PHD, EPSY-PHD, or REME-PHD |
| Please select an admit term: | <i>Select a FALL term only. Selecting a Spring or Summer term for admission may disqualify your application.</i> |
| Please select a subplan: | <i>Select the specialization you want to pursue</i> |
- STEP 3** Complete the remainder of the application according to the instructions and submit it by the deadline. Be sure to upload the *Tuition Classification Form* if you are applying for the in-state tuition status. Also, if you answer “yes” to the criminal history question you must upload the *Criminal History Form* before submitting your application.

2

Four (4) Letters of Recommendation

The CU Graduate Application for Admission allows you to have letters of recommendation submitted electronically. To do so, provide the name and e-mail address of your recommenders in the *Background Information* section of the application. **Electronic submissions are preferred.** Letters that are not submitted electronically should be mailed to the Graduate Admissions office at the address provided on [page 4](#). We will accept letters from various sources:

- Letters should come from college-level instructors who can speak to your academic competencies. Academic letters are preferred.
- If you cannot acquire an academic letter, the letters may be from someone who can provide anecdotal evidence of your suitability to the education field.
- As a last option, your letters may be written by an employer who can provide anecdotal evidence of about the following skills: written and oral communication, analytical reasoning, and/or the ability to read complex material. Employer letters are often considered “weaker” than the alternatives above.

After submitting your application your recommender(s) will receive an automated e-mail asking them to submit their recommendation. **You must submit the application prior to the deadline to allow your recommenders time to write and upload their letter.** These e-mails *cannot* be resent. If your recommender does not receive the e-mail they should mail a hard copy to the address on [page 4](#).

3 Personal Statement

The personal statement must be uploaded prior to submitting the CU Graduate Application for Admission. You will be asked to upload your statement in the *Upload Documents* section. Your statement should be approximately one page and address the following topics:

- Your previous experience in education
- What interests you about the program you are applying to
- Reflection on personal *strengths* (e.g. intellectual passion, academic abilities, dispositions to work with youth and professional colleagues) and *lived experiences* that you will build upon to reach and teach *all* learners.

4 University Application Fee \$50

The application fee may be paid online by credit card, debit card, or electronic check when you submit your application. **Do not select to submit your application unless you are absolutely ready to pay the application fee.** If you select to submit the application but do not pay the application fee your application will go into an inactive status. You will need to contact the Office of Admissions at (303) 492-6301 to have this resolved. You may also pay the application fee by check. Please make checks payable to *University of Colorado* and mail them to the Graduate Admissions office at the address provided on [page 4](#).

5 Transcripts

You must submit one (1) official transcript from *EVERY* higher education institution that you have attended regardless of the length of attendance, the number of credits earned/not earned, or overall academic performance. *Even if all of your credits reflect as transferred coursework on another institution's transcript, you must still send an official copy from every institution.*

Electronic Transcripts may be submitted to gradprocessing@colorado.edu.

International Transcripts must be converted into the United States system. [World Education Services, Inc.](#) is the agency we recommend for this service. If you choose a different equivalency agency, contact the School of Education in advance at (303) 492-6555 to verify that their report will be acceptable. **A course-by-course report** must be submitted along with an original, official, copy of your transcript.

Do I need to submit my University of Colorado transcripts?

No. The School of Education can pull your CU academic record internally (from any campus attended). You will be contacted if there is an issue obtaining your CU record.

Why do I need to submit all of my transcripts?

The School of Education evaluates cumulative GPA based upon an applicant's entire academic record (undergraduate, graduate, non-degree, etc...).

6 GRE Scores

The test must have been taken within the past five years. There is no fixed minimum score for admission to our PhD programs.

The University of Colorado Institution Code is 4841

Submitting Your Materials

The CU Graduate Application for Admission and Personal Statement *must* be submitted electronically. Electronic submissions of the letters of recommendation and application fee are preferred. Remember, if you are having letters of recommendation submitted electronically, you need to submit your application earlier than the deadline. **MAKE SURE YOUR NAME IS ON ALL MATERIALS.**

Any materials not submitted electronically (i.e. transcripts, application fees paid by check, or recommendations submitted on paper) must be mailed to:

Mailing Address

Graduate Admissions
University of Colorado Boulder
553 UCB
Boulder, CO 80309-0553

Overnight or express mail

Graduate Admissions
University of Colorado Boulder
3100 Marine St Bldg RL3
Ste A122
Boulder, CO 80303-1058

Tracking Your Materials

You can track the status of your application by logging in to the [MyCUBoulder](#) portal. Click the “APPLY” tab to view your application checklist. Your checklist will be updated to reflect the materials we have received. Keep in mind that mail typically requires 10 days to be received and additional time to be processed through the application office.

How do I log in to MyCUBoulder?

Use the username and password you created when you began your online application. If you are having difficulty logging in to the portal, click on their “[Getting Help](#)” link.

How long does it take to update the checklist?

If you mail materials, please allow up to 10 days for these to be received. Additional time will be required to process these materials. If your materials arrive on the application deadline, your application may not reflect as “completed” until after the deadline.

Admission Decisions

Admission decisions are typically distributed eight weeks after the application deadline. The School of Education will send your official admission decision via mail. We ask that you do not contact the School of Education for an update on your admission status as this information is not available until the applications are reviewed.

Questions

If you have questions about any of the instructions above, please contact the Office of Student Services in the School of Education.

E-Mail: edadvise@colorado.edu

Phone: (303) 492-6555

Fax: (303) 492-5839



Education

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