



# Executive Master of Science in Transportation Management

## Application Instructions

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**Become part of a Select Group of Transportation Leaders**

Cohort 23



# Admission Requirements

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Transportation professionals seeking admission to the Master of Science in Transportation Management Degree at the University of Denver should meet the following admission requirement criteria:

- Bachelor's degree from a regionally accredited institution
- Preferred 5-10 years mid-to-senior level management experience

## Required Materials for Domestic Applicants

- Completed online application
- Résumé/CV
- Official transcripts from every attended institution
- One Letters of Recommendation for professional performance and potential

## Additional Materials for International Applicants

- Financial Verification Form
- Photocopy of the photo page of your passport
- TOEFL/IELTS score report – required for non-native English speakers
- Official copy of your final diploma or final degree certificate from any institution where you earned an academic credential (Sent directly from the institutions.)
- Translations of documents





## Starting your Application

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1. Start your application by going to <https://gradadmissions.du.edu/apply/>
2. If you are a **first-time user**: click on **Create an account** to start a new application.
  - a. You will be asked to register for an account by providing your email address, first name, last name, and birthdate.
  - b. Press **Continue**.
  - c. Follow the system instructions to input your temporary PIN (emailed to you) and set up a new password.
3. If you are a **returning user** (i.e. you have already registered for an account and started an application), click on **Log in** to continue an application.
4. Click on **Start a New Application** and click on **Create Application**.

### Application Management

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Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.



# Instructions

1. Note that your application requires **official transcripts from each previously attended institution**. Read the instructions carefully and take note of the University of Denver (DU) ETS Institution Code (4842). It may be required when you order transcripts.

A regionally accredited baccalaureate degree is required for admission. Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

Please send transcripts to the following address:

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

2. Note, there is no application fee for the Transportation Management program.
3. Click on **Start New Application**.
4. Click on **Open Application**.

## Application Details

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

Open Application

Cancel

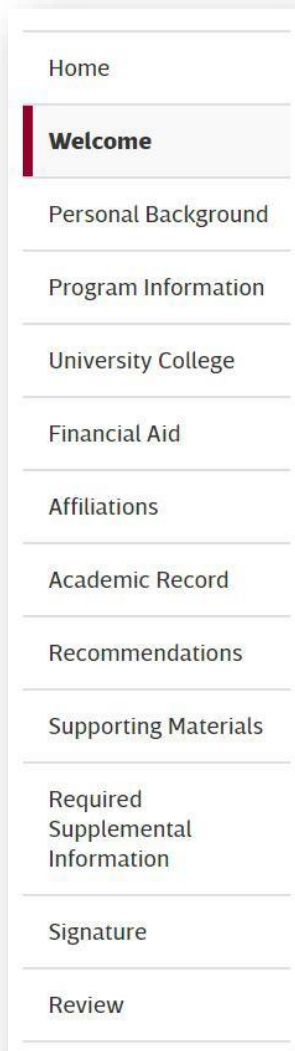
[Start New Application](#)



# Navigating Your Application

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The application is organized into **sections**, each section is a tab on the left-hand menu. You can return to sections of your application by using this menu.



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



## Personal Background

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1. Answer items:
  - a. Name
  - b. Addresses
    - i. Mailing Address
    - ii. Email Address
  - c. Telephone Numbers
  - d. Biographical Information
  - e. Citizenship Information
2. Review **Citizenship Information Instructions** about domestic and international students.
  - a. If your responses met the criteria for **international status**, you will need to complete the **International Applicant Information** tab (see next section).
  - b. If your responses met the criteria for **domestic status**, you will go on to the **University College** tab.



# International Applicant Information

## 1. The first set of questions ask about your Biographical Information

**Biographical Information**

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

Gender

Birthdate

Birth Country

Birth City

Birth Region

\*Native Language

Are you a veteran of the United States Armed Forces? ☐ Yes ☒ No

Are you an active or reserve member of the United States Armed Forces or National Guard? ☐ Yes ☒ No

Will you be using VA benefits? ☐ Yes ☒ No

- Enter **Gender** and **Birthdate Information**.
- Enter **Birth Country**, **Birth City**, and **Birth Region**.
- Enter your **Native Language**.



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

**Citizenship Information**

\*Primary Citizenship

Residency Status ☐ U.S. Permanent Resident

\*Current Visa Type

Visa Expiration Date

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Do you consider yourself to be Hispanic or Latino?

☐ Yes

☒ No

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific

☒ White

3. Enter **Primary Citizenship, Residency Status, Current Visa Type and Visa Expiration Date.**
4. Enter **Race/Ethnicity** information.
5. Click on **Continue.**





## Program Information

1. For College, please select **University College**.
2. For Major, please select **Transportation Management**.
3. For Degree, please select **Master of Science**.
4. Indicate your intended start term.
5. Indicate if you are currently an undergraduate student at the University of Denver.
6. Indicate that you will be attending as a **Full-time** student.
7. Indicate if you have previously applied to the University of Denver.
8. Please let us know what other schools you are applying to.
9. Choose the best option that describes how you learned about the program.
10. Click on **Continue**.

### Program Information

Learn more about the University of Denver's graduate degree programs and admission requirements on [this webpage](#).

\*College or School:

University College

\*Major

Transportation Management

\*Degree

Master of Science

\*Please select your intended start term:

☒ Fall Quarter 2019 (September)

\*Are you currently an undergraduate student at the University of Denver?

☐ Yes

☐ No

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

☐ Full-time

☐ Part-time

\*Have you previously applied to the University of Denver?

☐ Yes

☐ No

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

School Name 1

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

\*How did you first learn about the University of Denver's graduate programs?

Continue



## University College

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1. Indicate if you commit to attending six consecutive residencies and the international trip during the 18-month program.

The residency schedule can be found on the  
[Transportation & Supply Chain Institute](#) website

2. Enter your Employment Information
3. Enter your Emergency Contact Information



# Immigration and Visa Information

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

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

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

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

1. Indicate which **type of visa** you intend to hold. Read the descriptions of F-1 and J-1 visas carefully and choose the one that best describes your situation.
  - a. If you select, J-1, you will be asked to select the category that best describes you position and institution/employer in your home country.

2. Choose your **country of legal residence** from the drop-down menu.
3. Review the list of required documentation on the bottom of the page. You will be required to upload/submit all documents to complete your application.
4. Click on **Continue**.

## Immigration and Visa Information

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

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

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

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

\*Which visa do you plan to hold during your studies at the University of Denver?

- ☐ F-1  
☐ J-1  
☐ Other

\*Country of Legal Residence

Continue



# Academic Record

1. Read the **instructions for the submission of transcripts carefully.**

A regionally accredited baccalaureate degree is required for admission. Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

Please send transcripts to the following address:

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

2. Click on **Add Institution.**
3. Enter the Institution information.
4. Click on **Continue.**
5. Click on **Add Institution** until you have entered every post-secondary institute you have attended or are presently attending. You will be required to provide official transcripts from each institute.
6. When you have entered all of the institutions, click on **Continue.**

**Add Institution**

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

Institution	<input type="text"/>
CEEB	<input type="text"/>
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Dates Attended	<input type="text"/> to <input type="text"/>
Level of Study	<input type="text"/>

**Submit Transcript**

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

PDF or Scanned Pages  No file chosen



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





## Recommendation

1. This degree requires one letter of reference from academic or professional settings that speak to your professional performance and potential.
2. Click on **Add Recommender**.
3. Enter the information for the first reference. Please ensure that the email address is correct. An email request will be sent directly to your reference.
4. Select whether you want to waive your right to access this report and type your full legal name to sign.
5. Click on **Send To Recommender**.
6. Please ensure you have three references listed in this section before clicking on **Continue**. You will not be able to submit your application without a reference.

**Add Recommender**

Type

☒ Academic Recommendation  
☐ Professional Recommendation

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

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

Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which gives registered students the right to inspect and review their educational records, students may waive the right to see specific confidential statements and letters of recommendation. In the belief that applicants, and the persons from whom they request recommendations, may wish to preserve the confidentiality of those recommendations, we are giving you an opportunity to sign one of the following statements.

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

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

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

Send To Recommender

Cancel



# Supporting Materials and Required Supplemental Information

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1. Please upload your **Résumé**.
2. Indicate **Disciplinary History**.



## Signature

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1. Read the statements in this section.
2. Sign by typing your full legal name.
3. Click on **Continue**.





## Review

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1. Errors in your application will be listed here.
2. You can go back to the items by clicking on the red links.



## Application Status

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1. There is no application fee.
2. Read the **Material Upload Instructions**.
  - It is highly recommended to request official copies of transcripts and TOEFL scores as soon as possible. Sometimes these materials take time to arrive, and missing documents may delay your admission and registration.
3. You are not required to provide a GRE or GMAT score.
4. Review the **Application Checklist**.
5. Upload materials, by clicking on **Choose File** and **Upload**.

## Domestic students are required to provide:

- Résumé/CV (Upload in this section.)
- Official transcripts from every attended institution (Sent directly from the institutions, either by snail mail or electronically.)

A regionally accredited baccalaureate degree is required for admission.

Submit one official transcript from each college or university where 2 quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work and study abroad.

Transcripts may be submitted electronically or by mail. The University of Denver will consider electronic transcripts official from a domestic institution if it meets the criteria outlined by the Office of the Registrar. If your institution offers the option to send transcripts electronically using a secure service, please request them to send it to ucoladm@du.edu. If sent by mail, official transcripts must arrive at University College.

Please send transcripts to the following address:

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

- One Letters of Recommendation for professional performance and potential (Submitted by your references. Your references receive an email request. You can send reminders to your references by following the instructions in this section.)



6. **International students** are required to provide the materials listed above and **the following additional documents:**

- Financial Verification Form (A letter from your employer on company letterhead committing to cover your program costs. Upload in this section.)
- Photocopy of the photo page of your passport (Upload in this section.)
- TOEFL or IELTS score report
  - If you have not completed an undergraduate or a master's degree at a university where the program was taught in English, you will have to take the TOEFL or IELTS, and it is recommended that you make arrangements to sit for that test as soon as possible. Scores should be sent to the address below or directly from TOEFL/IELTS electronically to institutional code 4842.

Please send transcripts to the following address:

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

- Official copy of your final diploma or final degree certificate from any institution where you earned an academic credential (Sent directly from the institutions.)
- Translations of documents (if necessary)