Executive Master of Science in Transportation Management

Application Instructions

Become part of a Select Group of Transportation Leaders
Admission Requirements

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

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

Required Materials for Domestic Applicants

- Completed online application
- Résumé/CV
- Official transcripts from every attended institution

Additional Materials for International Applicants

- Financial Verification Form
- International Degree Evaluation Fee
- 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

1. Start your application by going to [https://gradadmissions.du.edu/apply/](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.
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**.
Navigating Your Application

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

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

1. Answer items:
   a. Name
   b. Addresses
      i. Mailing Address
      ii. Email Address
   c. Telephone Numbers
   d. Biographical Information
   e. Citizenship Information

2. Review Citizenship Information Instructions about domestic and international students.
   a. If your responses met the criteria for international status, you will need to complete the International Applicant Information tab (see next section).
   b. If your responses met the criteria for domestic status, you will go on to the University College tab.
International Applicant Information

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

![Biographical Information Form]

- **a.** Enter **Gender and Birthdate Information.**
- **b.** Enter **Birth Country, Birth City, and Birth Region.**
- **c.** Enter your **Native Language.**
2. The second set of questions ask about your Citizenship Information

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

1. For College, please select University College.
2. For Major, please select Transportation Management.
3. For Degree, please select Master of Science.
4. Indicate your intended start term.
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.
University College

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

   The residency schedule can be found 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.
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.

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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.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Institution</td>
<td></td>
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</tr>
<tr>
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<td></td>
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<td>09/1990–05/1994</td>
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<tr>
<td>University of Denver</td>
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</tbody>
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[Continue]
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.
Supporting Materials and Required Supplemental Information

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

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

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

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

**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.

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- 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.)
- Personal Statement
- A personal statement (two-pages double-spaced, 450-500 words) is required and should be submitted via the application status page. Please explain how your chosen program aligns with your personal goals and motivations. In addition, please address how your education and professional experiences have shaped your desire to pursue your degree.
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.
  
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  ATTN: Graduate Admission  
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- Official copy of your final diploma or final degree certificate from any institution where you earned an academic credential (Sent directly from the institutions.)
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