

CU Denver Application Guide

Learning and Design Technology MA St. Vrain Cohort 2027

**Office of Continuing & Professional Education (CPE)
School of Education & Human Development**



Documents Needed

- ☐ Transcripts
- ☐ 2 Recommendation Letters
- ☐ Resume
- ☐ Written Statement
- ☐ \$50 Application fee

Application Deadline: November 1



Documents Needed: Transcripts

Please provide the details and upload unofficial transcripts for any post-secondary (after high school) academic institutions where you earned more than 12 credits.

- Unofficial transcripts are transcripts uploaded or submitted by the applicant.
- If you have transfer credits that appear on a degree transcript, we still require the transcript from the institution where you earned the transfer credits.
- If you attended any of the University of Colorado campuses, you still must list this institution and submit an unofficial transcript; we will pull an official transcript on your behalf during the review process.
- You will be required to submit official transcripts during your first term of enrollment. To be considered official, the transcript must be sent directly from your prior university/college. Additional details can be found in a later slide.

Documents Needed: 2 Recommendation Letters

Letters of recommendation are required from previous instructors or employers who can comment on your abilities and potential for graduate study. Your recommenders can be your colleague, supervisor, or administrators.

Be sure to ask for an email address they will check frequently.

- Please ask your recommenders to:
 - Watch for the email; they often miss it due to email filters. Check Spam.
 - The email subject will be: **Recommendation Request - CU Denver | Anschutz Medical Campus**
 - Write their letter on official letterhead
 - Date and sign their letterhead

Documents Needed: Written Statement

The letter of intent should be 2-3 typewritten pages.

- Please include the following:
 - Please address your letter, 'Dear {Program's Name} Faculty or Dear Brad Hinson
 - Briefly introduce yourself. Show how your background and experience have prepared you for the program
 - Please write a clear vision of what you will do with your degree; Alignment with program goals of diversity, equity, inclusion.

Faculty will evaluate the statement using the following criteria:

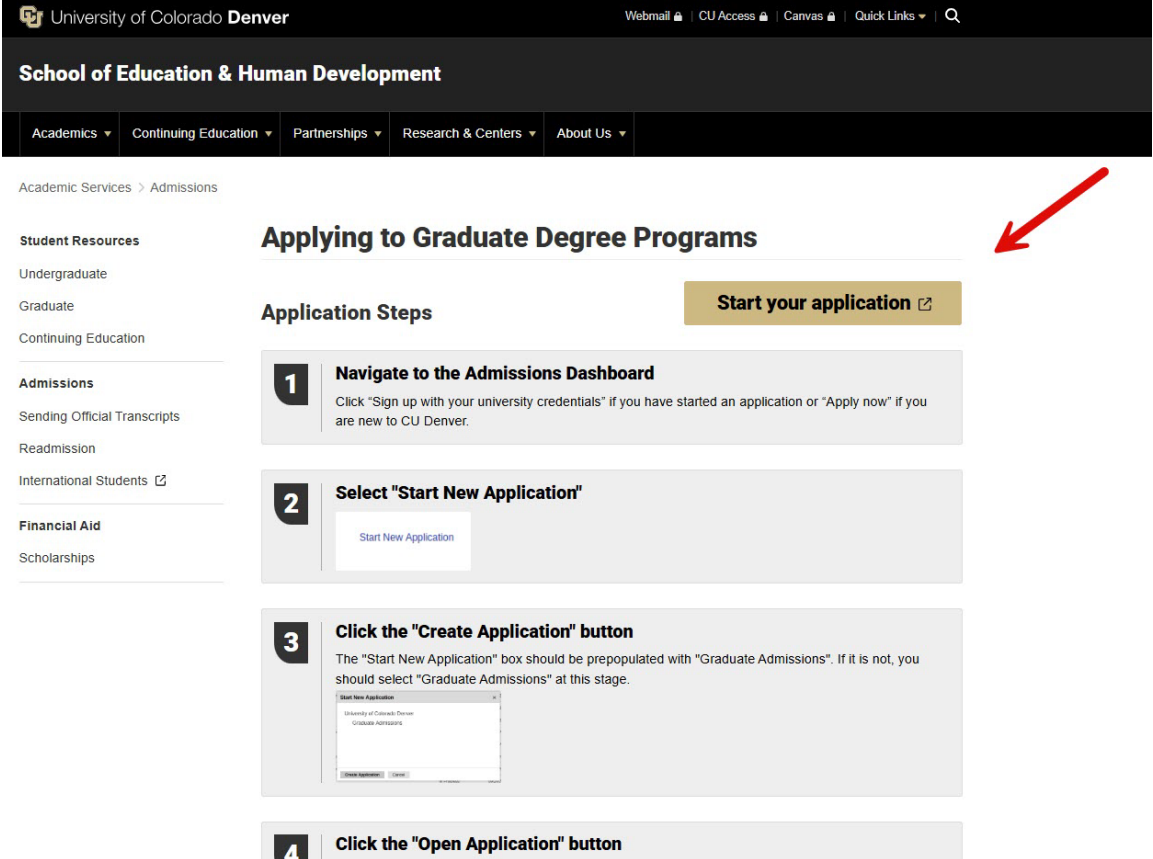
- Your writing skills – fluency, grammar, mechanics, organization, and style
- Your commitment to core values and to professional growth and development

Start Your Graduate Admissions Application

Step 1: Go to [Apply to a Graduate Degree Program](#)

Step 2: Review and click “Start your application”

Note: You can save your application and return anytime to finish it.



The screenshot displays the University of Colorado Denver website for the School of Education & Human Development. The navigation bar includes links for Webmail, CU Access, Canvas, and Quick Links. The main menu features Academics, Continuing Education, Partnerships, Research & Centers, and About Us. The left sidebar lists Student Resources (Undergraduate, Graduate, Continuing Education), Admissions (Sending Official Transcripts, Readmission, International Students), and Financial Aid (Scholarships). The main content area is titled "Applying to Graduate Degree Programs" and includes a "Start your application" button. Below this, the "Application Steps" are outlined: 1. Navigate to the Admissions Dashboard (Click "Sign up with your university credentials" if you have started an application or "Apply now" if you are new to CU Denver). 2. Select "Start New Application" (A "Start New Application" button is shown). 3. Click the "Create Application" button (The "Start New Application" box should be prepopulated with "Graduate Admissions". If it is not, you should select "Graduate Admissions" at this stage. A screenshot of the "Start New Application" box is shown). 4. Click the "Open Application" button. A red arrow points to the "Start your application" button.

University of Colorado Denver

School of Education & Human Development

Academic Services > Admissions

Applying to Graduate Degree Programs

Application Steps

1 Navigate to the Admissions Dashboard
Click "Sign up with your university credentials" if you have started an application or "Apply now" if you are new to CU Denver.

2 Select "Start New Application"
Start New Application

3 Click the "Create Application" button
The "Start New Application" box should be prepopulated with "Graduate Admissions". If it is not, you should select "Graduate Admissions" at this stage.

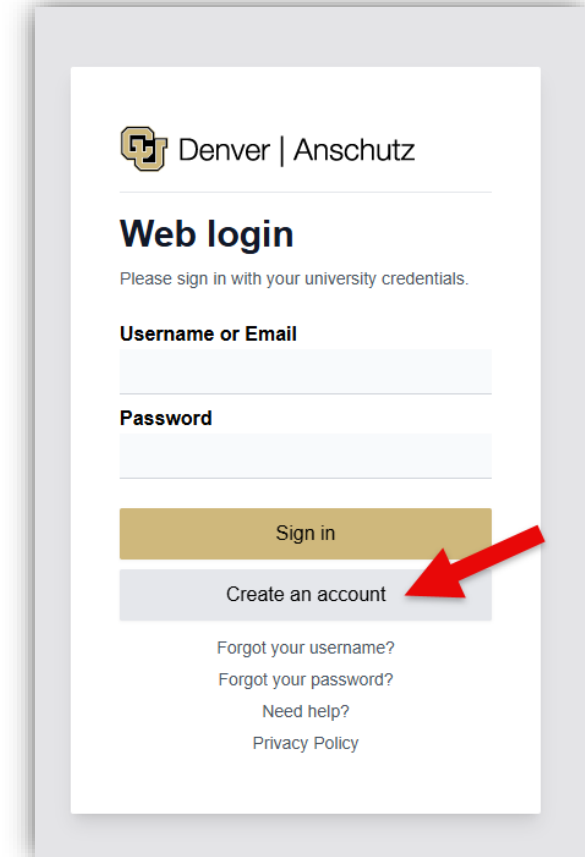
4 Click the "Open Application" button

Application: Create an Account

Step 4: Click Create an account (New CU Denver Students Only)

Note:

- If you were a CU Denver student before, you can use your username and password. If you forgot your username or password, click the “Forgot your username?” or “Forgot your password?”
- Returning CU Denver students can sign in and click “Start New Application. Skip to Slide # 10.”
- [Need Help? Contact CU Denver’s Office of Information Technology Service Desk.](#)



CU Denver | Anschutz

Web login

Please sign in with your university credentials.

Username or Email

Password

Sign in

Create an account

[Forgot your username?](#)

[Forgot your password?](#)

[Need help?](#)

[Privacy Policy](#)

Application: Create Account

Step 5: Fill in your information

- Enter your legal name for your academic record.
Note: You can enter your preferred name later
- Use your personal email.
- Save you password!
- Once you create your account, log in to your application account.

myaccount.ucdenver.edu/create-account

University of Colorado Denver | Anschutz Medical Campus

Create Account

① Basic Info → ② Set Credentials → ③ Login

Start by creating a university account. This account will be used throughout the application process.

Legal first/given name*

David

Last/family/surname*

Holmes

Date of Birth*

Month Day Year

Cell Phone Number*

USA (201) 555-0123

Email address*

name@example.com

Re-type Email Address*

name@example.com

Next Step

Application: Start Your Application

Step 6: Click Start New Application

Applying to the University of Colorado Denver | Anschutz Medical Campus

You can access applications for a number of programs offered at CU Denver and CU Anschutz Medical Campus. You can either create a new account to start an application or continue an application in progress. This online application process serves:

- Graduate applicants
- Undergraduate applicants
- Non-degree Graduate applicants
- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
 - ESL Academy applicants: select the *Continuing and Professional Education* application or click [here](#) for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for [Returning Users](#).

Your Applications

Type	Status	Started	Submitted
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You have not yet started an application using this account.

[Start New Application](#)

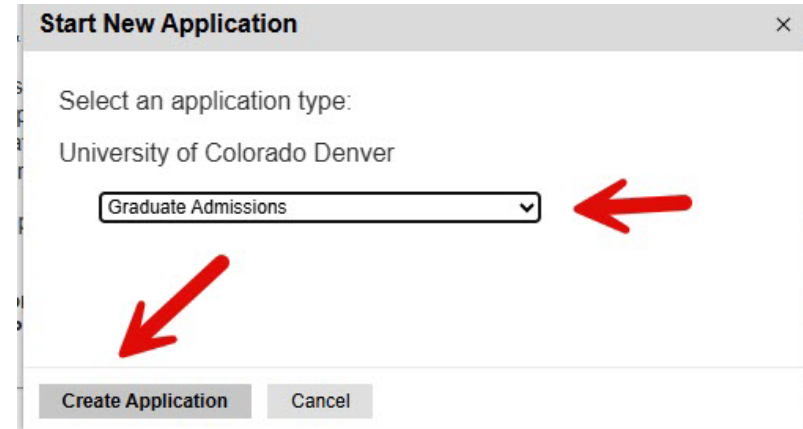


Application: Application Type and Details

- **Step 7: Select an application Type:**

Graduate Admissions

Next, click the create application.



Start New Application

Select an application type:

University of Colorado Denver

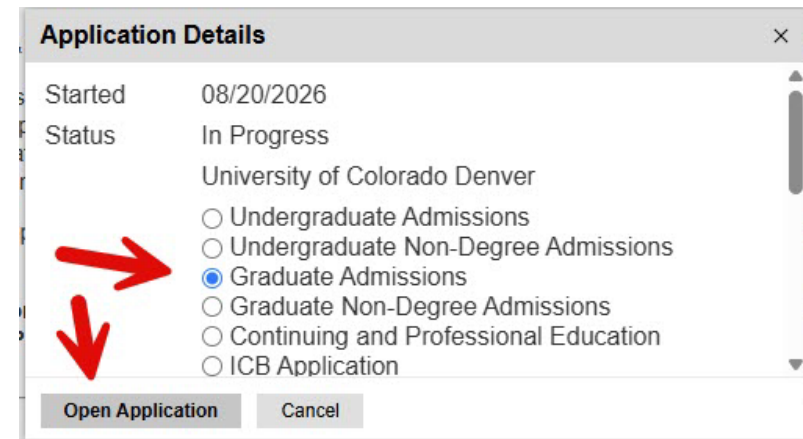
Graduate Admissions

Create Application Cancel

- **Step 8: Application Details:**

Graduate Admissions

Next, click open application.



Application Details

Started 08/20/2026

Status In Progress

University of Colorado Denver

☐ Undergraduate Admissions

☐ Undergraduate Non-Degree Admissions

☒ Graduate Admissions

☐ Graduate Non-Degree Admissions

☐ Continuing and Professional Education

☐ ICB Application

Open Application Cancel

Application: Personal Section

Step 9: Fill in your Biographical Information

Notes:

- You may need to add a mailing address and permanent address. This can be the same address.
- This is a university-wide application used for the fully online Learning Design and Technology MA program, so some information may not apply to the St. Vrain cohort.

[Home](#)
Personal
[Academic Interest](#)
[Academic History](#)
[TEST Standard](#)
[State](#)
[Recommendations](#)
[Student Conduct](#)
[Residency](#)
[Signature](#)
[Review](#)

Biographic Information

Tell us about yourself

Complete all sections of the online application using the "Continue" button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

(Required fields are indicated with *)

Name

Prefix

First (Given) *

Middle

Last/Surname (Family) *

Suffix

Preferred First/Nickname

Other/Former Last Name

Former First Name (if applicable)

Addresses NOTE: Only enter up to 12 numbers in the Postal Code field. DON'T ENTER PO BOX INFORMATION!**

Type	Street Address	Location	Country
Add Address			
Mailing	1380 Lawrence St	Denver , CO	United States

Email Address

Email Address

Telephone Numbers (International include +country code i.e. +86 X XX XXXX XXXX)

Application: Academic Interest Section

Step 10: You are applying for the following:

- Masters Only, EdS Only, or with Licenses and Endorsements
- Learning Design and Technology
- Learning Design and Technology MA Only
- Certificate option: Digital & Inclusive Pedagogies
 - Note: The St Vrain LDT MA only has one certificate option.
- Subplan: St Vrain (Northern Metro)
- Spring 2027

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Academic Interest GRAD

Complete all sections of the online application using the "Continue" button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

If you don't see the program you are applying to listed below, then this program may not be open for submission at this time. Please review your program's website for details on when it's open for application submission and when is the deadline.

*denotes a required field.

Are you interested in applying for a Doctorate or Masters- EdS, Licensures and/or Endorsements? *

☐ Doctorate
☐ Licensures and/or Endorsements Only
☒ Masters Only, EdS Only, or with Licenses and/or Endorsements

Masters Only, EdS Only, or with Licenses and/or Endorsements*

Learning Design and Technology

Please choose your subplan for Learning Design and Technology*

Learning Design and Technology MA Only

Please select up to two certificate options. Hold the control key while making your selections to save them. **required***

Graduate Certificate in Designing & Facilitating Online Learning
Graduate Certificate in Digital & Inclusive Pedagogies - Fully Online
Graduate Certificate in Leadership for Learning Design and Technology
Graduate Certificate in Learner Centered Instructional Design

Please choose your subplan for Digital and inclusive pedagogies

St Vrain (Northern Metro)

BA/BS to Masters (this option is reserved only for current SEHD undergraduate students who have been approved to pursue the BAMA). If this does not apply to you, then please don't choose anything.

Please select the term you plan to enroll*

Spring, 2027

This program is fully online.

Continue

Application: Academic History

Step 11: Add Institution Information

- Upload copies of your transcripts.
- For information about submitting official transcripts, see slide #

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Academic History
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[TEST Standard](#)
[State](#)
[Recommendations](#)
[Program Questions](#)
[Add Materials](#)
[Student Conduct](#)
[Residency](#)
[Signature](#)
[Review](#)

Academic History

CU Denver applicants
Please provide the details and upload [unofficial transcripts](#) for any post-secondary (after high school) academic institutions where you earned more than 12 credits.

- Official transcripts are NOT needed at this time, as we accept unofficial transcripts for application review purposes. Only if you are admitted and enroll in your program will you be required to submit official transcripts during your first term of enrollment.
- If you earned fewer than 12 credits at an institution but still wish for us to consider these credits (because you believe they will strengthen your application), you are welcome to list that institution but know that we will require you to submit that official transcript if you are admitted and enrolled.

CU Anschutz applicants
Please provide the details and upload unofficial transcripts for *all* post-secondary (after high school) academic institutions, regardless of the number of credits earned.

- While unofficial transcripts are generally sufficient for the initial application review, some programs may require official transcripts during the review process. All admitted students must submit official transcripts to complete matriculation before the start of the term. Please arrange to have your official transcripts sent when prompted. For more details, visit the [Graduate School – Admissions and Application](#) webpage for more details.

All applicants

- If you have transfer credits that appear on a degree transcript, we still require the transcript from the institution where you earned the transfer credits.
- If you attended any of the University of Colorado campuses, you still must list this institution below and submit an unofficial transcript; we will pull an official transcript on your behalf during the review process.
- **Do not enter where you went to high school**, as it may delay the processing of your application.
- When Graduate Admissions personnel manually review your application, we will reach out if we require any additional transcripts or information about your academic history.
- **IMPORTANT:** To be eligible to enroll in a graduate program, we must see that you have graduated with a US bachelor's degree (or international equivalent). Be sure that your transcript shows the **degree conferred** (e.g., BA, BS) and the **date of conferral** on your transcript. If you have not yet graduated but will before the term begins, submit your most recent in-progress transcript.

Institution	Degree	Dates Attended
Add Institution		
Continue		

Application: Complete remaining sections

- Program Questions
- Add'l Materials
 - Upload written statement and resume
- Student Conduct
 - The University of Colorado Denver values the success of every student as well as providing a safe environment for the university community. Understanding the life stories of each student is an important aspect of this process. Please note that any "Yes" responses to the questions below will NOT automatically disqualify you from consideration, but rather helps us to understand your life story and make a more informed admission decision. Be transparent about your academic history. Disclose any relevant criminal history.

Note that this information will be handled confidentially and will be considered with the utmost discretion.

- Residency
- Signature
- Review
 - Finalize Application and Pay the \$ 50 Non-refundable Application Fee
 - **Apply by November 1**

After You Apply

1) **Evaluation (November)**

After you submit your application and we have all your materials (including your recommendation letters), it will be reviewed by our program faculty. To check your status, please log in to your [application status page](#).

2) **Decision**

Once you are admitted, you will receive a decision notification to your email address listed on your application. You will receive a response by early December.

3) **Response**

Please respond to your admissions offer promptly.

4) **Matriculation**

The system can take a few days to sync, but once you are matriculated, you will receive your 9-digit CU Denver student ID via email. At this point you are eligible to enroll in courses.

5) **Enrollment (December)**

The last step is to register your spring courses. Once you are matriculated, you will receive enrollment steps from your CPE Program Manager, Juliane Shindo (juliane.shindo@ucdenver.edu).

Afterwards: Check your email

- ❖ Keep an eye on your email for your CU Denver Account Information.
 - You will receive this after matriculation.
 - Your official CU Denver student ID number will be 9 digits long (this is different from your temporary perspective student ID number).
 - Be sure to save the email and [claim your CU Denver account](#).
- ❖ [Review Financial Aid Information](#)
- ❖ [Graduate Student Resources](#)
- ❖ [Save the CU Denver Resource website](#)

Afterwards: Sending Official Transcripts

- Submit Official transcripts from your previous institutions by **May 2027**.
- To be considered official, transcripts must be sent directly from the university/college you attended. Transcripts that you send or upload directly, will be considered a “Copy/Unofficial”
- **RECOMMENDED:** If your previous institution allows, electronic official transcripts are preferred. This will allow for faster processing of your application. Have your school send them electronically to juliane.shindo@ucdenver.edu.
- Mailing Transcripts:

University of Colorado Denver | School of Education & Human Development
Attn: CPE

Campus Box 106

PO Box 173364

Denver, CO 80217-3364

CONTACT INFORMATION

Juliane Shindo

CPE Program Manager

juliane.shindo@ucdenver.edu

Office of Continuing & Professional Education
School of Education & Human Development



Thank You!

**Office of Continuing & Professional Education
School of Education & Human Development**

