



UNIVERSITY OF DENVER

Graduate School of Social Work

Office of Admission
Graduate School of Social Work
University of Denver
Craig Hall
2148 South High Street
Denver, CO 80208-7100
303.871.2841
www.du.edu/socialwork
In Durango, CO
970.247.9773

APPLICATION FOR ADMISSION TO THE FOUR CORNERS MASTER OF SOCIAL WORK PROGRAM

2-Year MSW Program

Summer 2010

Please type or print.

Legal Name

Last Name First Name Middle Name

Please provide birth name or previous legal names:

Have you ever applied to the University of Denver Graduate School of Social Work (GSSW) before? yes no

If yes, when? _____

Address Information

Mailing Address

Street Address Address Effective Until / /

City State ZIP/Postal Code Country

Telephone Home () - Work () - Cell () -

Email _____

Permanent/Home Address

Street Address _____

City State ZIP/Postal Code Country

Telephone Home () - _____

General Information

Birth Date / / Social Security Number - -

Citizenship

Are you a US citizen or permanent resident (resident alien)? yes no

If you are a permanent resident, list your immigrant visa number _____

If you are not a US citizen or permanent resident, please list your country of citizenship _____

If you are an international student, please contact the Graduate School of Social Work admission office for additional application materials.

If you are in the United States and are not a U.S. citizen or permanent resident, what type of visa or residence status do you have?

Diversity Demographics

The University of Denver values the diversity of our student body. We collect this data as one measure of our diversity progress and to comply with federal law and other required external demographic reporting. We request your voluntary cooperation in identifying yourself as closely as you can with one of 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.

Ethnicity: Check if Hispanic of any race

Race, please check all that apply:

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Gender: Male

Female

Legal Information

Have you been convicted of, or pleaded guilty to, any violation of law other than minor traffic violations? yes no

If yes, on a separate page, give details including the specific charge and legal outcome.

Academic Information

Have you ever been, or are you currently, under probation, suspension or dismissal from any educational institution you have attended?

yes no If yes, give details, including the specific action, on a separate page.

What academic honors have you received? _____

Have you taken, or do you plan to take, the Graduate Record Exam (GRE)? yes no If yes, please self-report the scores:
GRE Verbal _____ GRE Quantitative _____ GRE Analytical _____ This score will NOT be used in your admission decision.
Please have a copy of your scores sent to the GSSW Admission Office (school code - 4842).

List **all** schools you have ever attended, or at which you have been registered (even if you ultimately withdrew), after your high school/ GED graduation. If your application is approved, omission of any school from this list may be grounds for dismissal.

Although some transcripts summarize an applicant’s record from several institutions, we require **an official transcript** from **each** institution. Leave official transcripts in sealed envelopes and enclose them with your application.

Undergraduate Schools Attended (List most recent schools first. Use additional paper, if necessary.)

College/University	City/State	Dates Attended	Major	Hours Earned	Degree/Date

Graduate Schools Attended (List most recent schools first. Use additional paper, if necessary.)

College/University	City/State	Dates Attended	Major	Hours Earned	Degree/Date

References

Applicants must submit two letters of reference. References should include one academic source (professor, advisor or field instructor, etc.) and one current or recent supervisor.

The reference letters should be returned to you in signed and sealed envelopes. Below, list the names, addresses and position titles of those you are using as references.

1) Name _____ Title _____

Nature of Relationship _____

Address _____ City _____ State _____ ZIP/Postal Code _____

Telephone (____) ____ - _____

2) Name _____ Title _____

Nature of Relationship _____

Address _____ City _____ State _____ ZIP/Postal Code _____

Telephone (____) ____ - _____

I understand that this application and all credentials included for my admission file are confidential and become the property of the University of Denver. These documents will not be returned, copied or released to any person(s) or to me. I certify that the information given in this application is true and complete without evasion or misrepresentation. I understand that willful omission, falsification or incomplete statements within this application may result in denial of admission or dismissal.

I further certify that I am the sole author of my Career Goals Statement, without the assistance of an editor.

Applicant’s Signature (full legal name) _____ **Date** _____

The University of Denver is an Equal Opportunity institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment on the basis of race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. The University complies with all applicable federal, state, and local laws, regulations and Executive Orders. Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver, Office of Diversity and Equal Opportunity, Mary Reed Building Room 310, 2199 South University Boulevard, Denver, CO 80208. Phone 303-871-2585, fax 303-871-7982.





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APPLICATION INSTRUCTIONS FOR FOUR CORNERS MSW STUDENTS

This application is “self-managed,” in that you will obtain all required documents (except official transcripts) and submit them with your application. All applications should arrive in our admission office complete. It will take approximately 4 – 6 weeks to process your application. A letter will be sent to you informing you of the Admission Committee’s decision.

APPLICATION DEADLINE

Applications are processed on a rolling basis, so early submission is advisable. Prospective students are urged to apply by February 15 for priority consideration, and no later than May 1, for the Four Corners MSW program. Applications will be accepted until the class is filled, at which time a wait list will be compiled.

APPLICATION REQUIREMENTS

All application materials listed below must be submitted together.

- ◆ **Graduate School of Social Work MSW Application**
- ◆ **Nonrefundable \$60.00 application fee** (check made payable to the University of Denver)
- ◆ An **official transcript** from each college or university previously attended
 - √ “Official transcripts” are those that are sent in sealed envelopes directly from the registrar of the originating colleges/universities to the Graduate School of Social Work. The transcripts **must** be in sealed envelopes from the issuing institutions to be considered “official.”
 - √ Official transcripts are required from **ALL** colleges or universities you have attended. Taking even a single course requires that a transcript be provided.
 - √ If you are currently enrolled in a college or university when submitting your application, you must have official transcripts, to date, mailed to GSSW at the time of your application, then have an additional transcript mailed to GSSW once you have completed the course work and your degree has been conferred.
 - √ If your transcript is in a language other than English, you must have official English translations of the documents submitted to GSSW in addition to the original documents. Students with foreign credentials must also submit official proof of the degree earned (e.g., a copy of the diploma) with a certified English translation.
- ◆ **Two written recommendations** in sealed envelopes, signed by the reference writer across the sealed envelope flap.
- ◆ **Career Goals Statement**
- ◆ **Experience Summary**
- ◆ **Résumé**

International Applicants:

If you are not a United States citizen, you must submit the following additional documents:

- ◆ **International Application Form** (on the GSSW web site).
- ◆ **Official scores from TOEFL** (Test of English as a Foreign Language). Visit our web site for details.
 - √ If you received a degree from a college or university where English is the language of instruction and examination, you are not required to submit the TOEFL score. If the institution is outside of the United States, you must submit a statement from the registrar of that institution verifying that the above conditions are met.

Note: To obtain a visa eligibility document (I-20), which is needed to obtain a visa or to transfer to the University of Denver if you are already in the United States, you must submit financial documentation that includes an original bank statement and/or an offer of scholarship that confirms funding for at least one year of study. Verification of financial resources is not necessary for an admission decision.

(over)

FINANCIAL AID

If you plan to apply for student loans, it is important for you to file your Free Application for Federal Student Aid (FAFSA) as soon as possible after it becomes available on January 1st. FAFSAs are submitted online to a national office for processing.

- ◆ The FAFSA is required for any type of student loan.
- ◆ You may access FAFSA forms online at: <http://www.fafsa.ed.gov>.
- ◆ Please indicate that you are a graduate student, and make certain that you have answered ALL questions, or the processing of your financial aid may be delayed or adversely affected.

GRADUATE SCHOOL OF SOCIAL WORK OFFICE OF ADMISSION

303.871.2841

Email: gssw-admission@du.edu

2148 South High Street

Denver, CO 80208-7100

<http://www.du.edu/socialwork>

Wanda Ellingson, MSW, LCSW
Four Corners Distance Education Director
970.247.9773
wellings@du.edu

UNIVERSITY OF DENVER OFFICE OF FINANCIAL AID

2197 South University Blvd.

Denver, CO 80208

303.871.4020 Fax: 303.871.2341

<http://www.du.edu/finaid>

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

<http://www.fafsa.ed.gov>

Institution Code: 001371 - University of Denver (Colorado Seminary)

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Educational Testing Service, Princeton, NJ 08541

609.991.7760 Fax: 609.771.7765

<http://www.toefl.org>

University of Denver School Code 4842

The University of Denver is an Equal Opportunity institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment on the basis of race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. The University complies with all applicable federal, state, and local laws, regulations and Executive Orders. Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver, Office of Diversity and Equal Opportunity, Mary Reed Building Room 310, 2199 South University Boulevard, Denver, CO 80208. Phone 303-871-2585, fax 303-871-7982.



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CAREER GOALS STATEMENT

The Admission Committee considers your Career Goals Statement to be a very important part of your application. Other factors such as cumulative grade point average and social work related experience are also important, but who you are, why you wish to enter the social work profession and how you write and think critically are major factors that committee members consider when reviewing your application. Respond openly and honestly to each section. The average statement length is approximately seven pages; submissions exceeding ten pages are discouraged. Please double-space your statement and put your name in the upper right corner of each page.

The Career Goals Statement must be written solely by you (the applicant) without the use of an editor. (Computer grammar/spelling checks and self-editing are permitted.)

A. Rationale

Discuss the primary reasons for your desire to become a professional social worker. Why have you selected social work rather than other helping professions? What do you hope to accomplish in graduate school? What do you hope to be doing in five or six years?

B. Attributes and Liabilities

Discuss your attributes and liabilities in pursuing a social work career. What kinds of things do you do particularly well? What are areas that need strengthening? Do you have the time and energy to devote to graduate school?

C. Employment and Volunteer Experience

Discuss your previous experiences in the area of human services. What experiences have you had that have prepared you to work in human services?

D. Education

*Discuss your previous education. How did your undergraduate education prepare you for graduate study? (Please consider that we require a liberal arts undergraduate background.) How does your education relate to social work? When in the educational process did you begin to consider social work education? What kind of student are you? How well do you tolerate stress? **Note:** In this section, please address any gaps or deficiencies in your past academic study.*

E. Life Experiences

Discuss how your life experiences have shaped you for a career in social work. How have your personal experiences prepared you to work with human and social problems? How have your family and other experiences contributed to who you are today?

F. Social Work Values and Ethics

Discuss how your personal values and experiences have prepared you to meet the ethical obligation of social workers

to practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. How do your personal values relate to this ethical obligation? What are some experiences that you have had that demonstrate your willingness to fulfill this ethical obligation?

G. Other Factors

Discuss any other factors you feel are important in our evaluation of your application.

RÉSUMÉ



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EXPERIENCE SUMMARY

It is important that we are aware of all your *social work related* experience. The information from this Experience Summary is part of your total admission score. You must complete this form in addition to providing your résumé.

Please be certain to include length of time (years, months) involved in each experience. Use additional paper if necessary. Some applicants may not have experience to list in all categories.

Length of Time
Involved in Each
Experience

Paid/Compensated Experience

1. List paid direct social work experience (i.e., work in a social work agency with social work supervision).

Position

Agency

Years / Months

Total

2. List paid employment in a human service field (e.g., nursing, teaching, psychiatric technician, pastoral care, child care, etc.).

Position

Agency

Years / Months

Total

3. List compensated full-time volunteer experience (e.g., Peace Corps, VISTA).

Position

Agency

Years / Months

Total

(over)

4. List other paid public or private industry employment that has prepared you for work in human services (e.g., personnel, training).

Position

Agency

Years / Months

Total

Volunteer Experience

5. List part-time volunteer experience in direct human services (e.g., volunteer counselor, volunteer tutor). List frequency of involvement (e.g., summers, weekends, hours per week, etc.).

Position

Agency

Years / Months

Total

6. List experience as a volunteer on a board or committee (e.g., school board, mental health advisory committee). List frequency of involvement.

Position

Agency

Years / Months

Total

Academic Experience

7. List field practicum(s) in a human service agency for which you received academic credit.

Clock Hrs. Credit Hrs.

Total



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LETTER OF REFERENCE

Section 1 (to be completed by applicant)

This form should be given to individuals who are able to describe your ability, potential and readiness for graduate education and professional social work practice. Please give one form to an academic source (professor, advisor or field instructor, etc.) and one form to a current/recent supervisor.

Initial _____ I agree to waive access to this reference.

Initial _____ I wish to retain access to this reference during the application process.

Applicant Name (please print) _____

Signature _____ Date _____

Section 2 (to be completed by person serving as reference)

Your comments will/will not (based on above response) be disclosed to the applicant. This reference will be destroyed when it is no longer needed for admission purposes. It will not become part of the student's permanent record.

Name (please print) _____ Title/Position _____

Signature _____ Date _____

Address _____ City _____ State _____ ZIP/Postal Code _____

Telephone Home (____) ____ - _____ Work (____) ____ - _____ E-mail _____

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? _____

3. Please rate the applicant, on the form below, relative to other individuals you have known in social work or other human services fields.

	Exceptional (Top 5%)	Outstanding (Top 20%)	Good (Top 35%)	Average (Top 50%)	Below Average (Bottom 50%)	No Basis for Judgment
Academic ability						
Intellectual capacity						
Written communication						
Oral communication						
Judgment						
Leadership skills						
Integrity						
Ability to work with others						
Maturity						
Sense of responsibility						
Potential to enhance the lives of people s/he will serve						

4. Please indicate your overall recommendation for this applicant:

Highly Recommend	Recommend	Recommend with Reservations	Do Not Recommend

5. Do you have an MSW degree? Yes No (School: _____)

6. Do you have a PhD in Social Work? Yes No (School: _____)

7. If neither of the above, what degree(s) do you hold and from what schools?

Degree	School

We appreciate your willingness to serve as a reference for the person applying to our Master of Social Work program. We are seeking applicants who are able to succeed in our academic program and cope with the rigors of graduate education. These individuals should possess the personal qualifications essential for professional social work practice. We ask that you answer the following questions about the applicant in a letter you attach to this form. Please keep in mind that the University of Denver Graduate School of Social Work is seeking students who can communicate well (both in writing and orally), think critically, and have a commitment to social and economic justice and diversity. Additionally, GSSW students must be committed to the values and ethics of the social work profession.

1. How would you describe the applicant's strengths in terms of knowledge, attitudes and skills?
2. How would you describe the applicant's liabilities and opportunities for improvement in terms of knowledge, attitudes and skills?
3. How would the applicant's assets and liabilities affect him/her in social work practice?
4. How would you describe the applicant's potential to practice without discrimination and with respect for all people?
5. Please add any other comments.

Please enclose this form and your letter in a sealed envelope. Sign across the seal and return the envelope to the applicant to be forwarded to the Graduate School of Social Work, unopened, with his/her application.

Thank you for serving as a reference.