

APPLICATION INSTRUCTIONS FOR ON-CAMPUS TWO-YEAR AND ADVANCED STANDING MSW STUDENTS

Prospective MSW students complete most of the application process online. Applicants are asked to submit the application and all supporting documents electronically, with the exception of official transcripts. Applicants are responsible for ensuring that all admission documents are received by our office in a reasonable amount of time and by the specified due dates. Please carefully review the instructions below to ensure that your application is processed without delay.

APPLICATION DUE DATES

Applications are processed on a rolling basis, so early submission is advisable. Prospective students are urged to apply by **February 1** for priority admission and financial aid consideration. Applications will be accepted until the class is filled, at which time applicants will be placed on a wait list.

APPLICATION REQUIREMENTS

All application materials listed below, except the official transcripts, must be **submitted online** at www.du.edu/socialwork under the "Apply" section. Application materials include:

- **Graduate School of Social Work MSW Application**
- **Nonrefundable \$60.00 application fee** (paid online or via a check made payable to the University of Denver)
- **Two written recommendations** (We require a full name and valid email address for each person writing a recommendation; **please** make sure to inform your recommendation writers to expect an email on your behalf from the GSSW Office of Admission soon after you submit your application, which will include the appropriate form and detailed instructions how to submit their recommendation electronically.)
- **Career Goals Statement** (See detailed instructions on next page.)
- **Experience Summary**
- **Résumé**
- **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.
- GSSW Peace Corps Fellows Application (for Returned Peace Corps Volunteers)
- GSSW Teach for America Partnership Application (for Teach for America alumni/alumnae)

International Applicants

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

- **International Application Form**
- **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.

CAREER GOALS STATEMENT

The Admission Committee considers your Career Goals Statement to be an essential 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.

GRADUATE SCHOOL OF SOCIAL WORK OFFICE OF ADMISSION

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