

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; this email will include the appropriate form and detailed instructions on how to submit their recommendation electronically.)
 - We prefer one academic recommendation and one professional recommendation.
 - **Note: Current BSW students are required to obtain their professional recommendation from their BSW field instructor.** However, if you have not yet started your BSW field placement, you may substitute another professional recommendation from a social work/human services supervisor who can attest to your social work experience/potential.
- **Career Goals Statement** (See detailed instructions on next page.)
- **Experience Summary** (Please respond to the series of questions asked on the online application.)
- **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:

- **Supplement for International Applicants**
- **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 five pages; submissions exceeding seven pages are discouraged. Please double-space your statement, use a font size of no less than 10, 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 pursue your Master of Social Work (MSW) degree.

B. Attributes and Liabilities

Please identify your strengths, and briefly discuss any knowledge and/or skills that you might need to improve in order to successfully complete the requirements of GSSW's MSW program.

C. Employment and Volunteer Experience

Please identify and briefly discuss the relationship between your previous employment and/or volunteer experiences and your decision to pursue an MSW.

Note: If you are a current BSW student, please also provide a detailed description of your internship assignments and responsibilities including approximate number of hours working directly with clients, and whether those clients were individuals, families, groups and/or communities.

D. Education

Please discuss the relationship between your undergraduate education and your preparedness to complete GSSW's MSW program.

E. Life Experiences

Discuss how your personal experiences have led you to a career in social work. Many people enter this field because of life experiences that have resulted in a desire to help others. Often these experiences can be transformed into passions and strengths that fuel one's career or can impede one's ability to develop professionally. Please include any relevant life experiences and the way in which you have dealt with them. Be advised that we are a strengths-based profession, and our interest is in seeing how people have coped with their life challenges.

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?

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