

# APPLICATION INSTRUCTIONS FOR SOCIAL WORK PHD STUDENTS

Prospective PhD 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 DEADLINE

The deadline for submission of application materials is **February 1**.

## APPLICATION REQUIREMENTS

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

- **Graduate School of Social Work PhD Application**
- **Nonrefundable \$60.00 application fee** (paid online or via a check made payable to the University of Denver)
- **Three 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.)
- **Example of Professional Writing** (See detailed instructions below.)
- **Statement of Professional and Educational Intent** (See detailed instructions on next page.)
- **Résumé** (See detailed instructions on next page.)
- **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.

## 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.

## Example of Professional Writing

Submit a sample of your writing completed within the past five years. This may be a published article, a manuscript prepared for publication, a re-worked paper from a graduate program or a newly prepared sample. The writing sample should demonstrate scholarship, command of literature, critical thinking and research skills. The paper must be a minimum of ten pages, but preferably 10 - 18 pages, and must explore a topic relevant to social work knowledge. In evaluating this sample, we will examine evidence of scholarly writing skills, incorporation of relevant literature, mastery of research methods, analytic acuity, clarity of discussion and implications for social work.

## Statement of Professional and Educational Intent

The PhD Admission Committee considers your Statement of Professional and Educational Intent to be a significant part of your application. Respond openly and honestly to each section. The average statement length is approximately seven pages. Please double-space your statement and put your name in the upper right corner of each page. The Statement of Professional and Educational Intent must be written solely by you, the applicant, without the use of an editor. (Computer grammar/spelling checks and self-editing are permitted.)

Your Statement should include the following elements:

- Describe your reasons for pursuing a doctoral education.
- Discuss your qualifications and readiness for pursuing doctoral studies in social work.
- Describe your view of the role of research in social work.
- Describe the area(s) of knowledge around which you wish to concentrate your study and research.
- Indicate areas in which you would like to teach as a faculty member at a school of social work.
- How do your professional experience and academic background relate to your plans for study?
- Identify any projects at GSSW, or at the University of Denver, in which you have an interest.
- What other factors about the GSSW program are of particular interest to you? Explain why you feel this program would be a good match for you.
- What are your career goals?
- Discuss any other factors you feel are important in our evaluation of your application.

## Résumé

Include a current résumé with your application that includes the following information:

- **Name, mailing address and other current contact information**
- **Areas of Special Interest**
- **Education:** institution(s), the dates you attended, your degrees, and major(s) and minor(s). Begin with your most recent degree.
- **Continuing Education:** List the continuing education experiences that you have had.
- **Paid Employment History:** List your paid work experiences in chronological order, beginning with the most recent. For each position you have held, please provide the name of employer, location, beginning and ending dates, and a brief job description.
- **Volunteer Experiences:** List your volunteer social work or human services experiences in chronological order, beginning with the most recent. Please provide the name of each agency or organization, its location, beginning and ending dates, and a brief description of your responsibilities and activities.
- **Honors and Awards:** Identify any academic honors or awards that you have received.
- **Professional Affiliations/Licensure:** List any professional associations of which you are a member and any advanced certification(s) you have received.
- **Research and Evaluation Experiences:** List your research and evaluation experiences, including a description of your position, beginning and ending dates, and responsibilities.
- **Teaching Experiences:** List all courses that you have taught; include the course title, level, beginning and ending dates, a brief course description and the educational institution at which it was taught.
- **Paper Presentations at Conferences:** List the titles of papers you have presented at national, state or other conferences over the last five years; include the date, conference sponsor, and any co-authors or co-presenters.
- **Publications:** List publications on which you are listed as an author, including journal articles, books, book chapters, technical reports, magazine or newsletter articles, contract or grant applications, and program manuals. Please follow the style guidelines in the *Publication Manual of the American Psychological Association* (Fifth Edition).

### OFFICE OF ADMISSION GRADUATE SCHOOL OF SOCIAL WORK

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

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