



## Application for Admission to

The Four Corners Master of Social Work Program | Advanced Standing Program | Summer 2015

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?

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## Diversity Demographics

The University of Denver values the diversity of our student body. We collect these 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 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: Do you consider yourself to be Hispanic or Latino?  yes  no  no response

Race: In addition, select one or more of the following racial categories to describe yourself:

\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_ Asian

\_\_\_\_ Black or African American

\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_ White

\_\_\_\_ No Response

Gender: \_\_\_\_ Male

\_\_\_\_ Female

\_\_\_\_ No Response

## Legal Information

Have you been convicted of, or pleaded guilty to, any criminal offense other than minor traffic violations, or are there criminal charges pending against you at this time?  yes  no

If yes, please explain and give details including the specific charge and legal outcome. Note: Additional information may be requested.

## Academic Information

Have you ever been, or are you currently, under probation, suspension or dismissal from any educational institution you have attended for conduct or disciplinary reasons?  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 (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

2) Name \_\_\_\_\_ Title \_\_\_\_\_  
Nature of Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

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. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. The University of Denver does not discriminate on the basis of race, color national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs. University policy likewise prohibits discrimination on the basis of age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status or veteran status. 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 422, 2199 South University Boulevard, Denver, CO 80208-4843. Phone 303-871-2585, fax 303-871-7982.



UNIVERSITY *of*  
DENVER

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GRADUATE SCHOOL OF SOCIAL WORK



## 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. 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 as early as possible, but 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 \$65.00 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](mailto:gssw-admission@du.edu)

2148 South High Street | Denver, CO 80208-7100

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

#### **Four Corners MSW Degree Program**

701 Camino del Rio, Suite #311 | Durango, CO 81301

Phone: 970.247.9773

Fax: 970.259.1965

#### **Wanda Ellingson, Program Director**

Email: [wellings@du.edu](mailto:wellings@du.edu)

Cell: 970.799.2510

### **UNIVERSITY OF DENVER OFFICE OF FINANCIAL AID**

2197 South University Blvd. | Denver, CO 80208

Phone: 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. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. The University of Denver does not discriminate on the basis of race, color national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs. University policy likewise prohibits discrimination on the basis of age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status or veteran status. 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 422, 2199 South University Boulevard, Denver, CO 80208-4843. Phone 303-871-2585, fax 303-871-7982.



## 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 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.

### 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

*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 these life experiences have influenced your decision to become a professional social worker.*

### 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?*



## 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.

<b>Paid/Compensated Experience</b>	Length of Time Involved in Each Experience
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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**

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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**

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

**Clock Hours / Credit Hours**

\_\_\_\_\_  
Total



## 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.**



## Letter of Reference

### Section 1 (to be completed by applicant)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Thank you for serving as a reference.**