



## APPLICATION INSTRUCTIONS FOR MASTER OF SOCIAL WORK STUDENTS

OFFICE OF ADMISSION GRADUATE SCHOOL OF SOCIAL WORK

The Graduate School of Social Work (GSSW) fully processes its own admission applications; please direct all admission-related questions to the GSSW Office of Admission using the contact information above.

Prospective MSW students complete the application process online. Applicants are responsible for ensuring that all admission documents are received by our office. Please carefully review the instructions below to ensure that your application is processed without delay.

Applications are processed on a rolling basis, so applicants are urged to submit a completed application by the priority deadlines. Applications will be accepted until the class is filled, at which time admissible applicants will be placed on a wait list.

### APPLICATION PRIORITY DEADLINES

<p><b>DENVER CAMPUS MSW</b> January 15, 2017</p>	<p><b>ONLINE MSW</b> January 2017 start - October 15, 2016 September 2017 start - June 1, 2017</p>	<p><b>FOUR CORNERS MSW/ WESTERN COLORADO MSW</b> May 1, 2017</p>
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### APPLICATION REQUIREMENTS

All application materials listed below 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 MSW Application**
- **Nonrefundable \$65.00 application fee**
- **Recommendations** (Two preferred, not to exceed three)
  - 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.
  - **Note: Current MSW students wishing to transfer into our program are required to obtain their professional recommendation from their MSW program director or faculty advisor.**
- **Career Goals Statement (Essay)** Upload this document as “*ESSAY*”  
(See detailed instructions on next page)
- **Résumé** Upload this document as “*RESUME*”
- **An official transcript from each college or university previously attended**
  - “Official transcripts” are those that are sent directly from the registrar of the originating colleges/universities to the Graduate School of Social Work. If you submit them electronically, have them sent to [gsswadmission@du.edu](mailto:gsswadmission@du.edu).
  - Do **NOT** upload unofficial transcripts
  - Official transcripts are required from **ALL** colleges or universities you have attended. Taking even a single course requires that a transcript be provided.
  - 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.
- Paul D. Coverdell Fellows Application (for Returned Peace Corps Volunteers)
- GSSW Teach for America Partnership Application (for Teach for America alumni/alumnae)

Please note that GRE scores are not required as part of our MSW admission process.

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## **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/IELTS. Visit our website 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 (ESSAY)**

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.

**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 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?*