

Application Checklist for Online MSW Application – Fall 2010

Tip: Save your work frequently! For your privacy and security, the application will time out after 40 idle minutes. You can work on and view your application form from any computer with Internet access. It is not necessary to complete the whole application in one session.

- *It is essential that you review the School of Social Work web site (www.ssw.umich.edu) and the items included in **Step 1 Instructions** of the online application before completing the application. Since the application form provides significant information upon which decisions for admission are based, it is important to give complete and accurate data. Omission of information will delay action.*
- Complete all relevant items and all pages of the application (**Step 2**) including the Admissions Conduct Form, the Additional Information page if you have additional information you'd like to add and the Financial Aid Application, if applicable. **NOTE:** Relevant pages are added to your application dependent on some answers you provide in the Preliminary Questions page as you start your online application.
- PREVIEW individual application pages as you complete them to proof read and make corrections as you go through the application.
- Upload your Supplementary Statement and Resume to the appropriate pages (**Step 3**).
- If you have an approved application fee waiver/grant, upload your verification form/approval to the appropriate page (**Step 3**).
- Review and print Supplemental Forms (**Step 4**) which may be appropriate to your application.
- Register your recommenders (**Step 5**) if you opt for online recommendation submission. **Be sure to review the section on Recommendations on page 2 of the application form before you register your recommenders.**
- Run Application Inspector (**Step 6**). The Application Inspector will check for empty required and recommended items and check various items for accuracy. You will not be able to submit your application without completing the **required** fields or if you have entered incompatible data. You can run the Application Inspector as many times as necessary.
- Once you have successfully passed the Application Inspector by completing any “required” items listed, **PREVIEW** your entire application form one more time for completeness and accuracy before submitting. You can also print it at this time for your records.
- Provide application fee payment information online for electronic payment, where required (**Step 7**).
- Submit Application online (**Step 8**). **Make sure you have completed this step successfully.** You will receive a confirmation immediately on screen after you have successfully submitted the application. **Print this confirmation for your records.** You will also receive an email confirming your submission.

Please submit the remaining supporting materials together as one packet to the School of Social Work. We recommend that you put supporting materials in the mail to us at least one week prior to submitting your online application. Include your full name on all items submitted. This will ensure a timelier processing of your application.

- One official copy of academic transcripts from **each** college/university attended, including non-degree study and study abroad. An exception will be made, on a case by case basis, for study abroad if **all** of the required information (name of institution attended, term(s) of attendance, course titles, credit hours and grades received) is provided on another institutions official transcript.
- Three (3) letters of recommendation, if you choose **not** to use the online recommendations. See **Step 4** – Supplemental Forms for copy of the recommendation form which you can print out and send to your recommenders.
- **Additional documents required by some applicants:**

Provisions for Non-Baccalaureate Degree Applicants	Compelling Reasons Statement; Position Forms; Supplemental Reference Form(s) from human service related work experience supervisors
Extended Degree Curriculum Schedule	Part-Time/Extended Degree Statement
Transfer applicants	Transfer Statement; Copy of MSW Field Work Evaluation(s); Recommendation from current/former MSW faculty advisor
International applicants	Affidavit of Financial Support for International Students
Applicants whose native language is not English	Official English Proficiency Examination Scores (TOEFL/IELTS/MELAB) – see section on English Proficiency for details.
Reapplication	New Supplementary Statement; one additional recommendation form

MAIL TO: Office of Student Services
University of Michigan
School of Social Work
1080 S. University, Room 1748
Ann Arbor, MI 48109-1106

*Additional options/instructions for those who choose **not** to submit their application online.*

You can opt to submit the paper application which is available at our web site:
www.ssw.umich.edu/prospective - Follow the instructions included with the paper application materials.

NOTE: DO NOT send a copy of your online application form by mail if you have already submitted it online.