Application Checklist for Online MSW Application – Fall 2012

Tip: Save your work frequently! 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. For your privacy, be sure to completely close out of your Web browser when you are finished with your Online MSW Application session.

- It is essential that you review the School of Social Work website (www.ssw.umich.edu) 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, 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 upon answers you provide on the Getting Started page of the online application.

- Each application page will validate, requiring you to complete any missing fields or correct incompatible data as necessary. You may choose to postpone validation to allow forward and backward movement through the application; validation then will occur just prior to submitting your application. All required fields must be complete and accurate prior to submission.

- If you have an approved application fee waiver/grant, indicate that you have received an application fee waiver on the Getting Started page of the online application, then upload your verification form/approval to the appropriate Upload Fee/Grant Waiver Document section.

- Indicate that you wish to use the recommendation system and click the “Submit Request for Recommendation” button for each of your recommenders, if you opt for online recommendation submission. (Recommended.)

- Upload your Supplementary Statement and Resume to the appropriate pages.

- Review and print Supplemental Forms which may be appropriate for your application.

- Provide application fee payment information online for electronic payment, where required.

- Submit Application online. **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 the submission and receipt of your MSW application.

- **Optional SSW Special Programs Application**. Separate application required for specific program consideration. Special programs application(s) pages will be added to the MSW application if you indicate your plan to apply on the Financial Assistance page of the online application. Click on the appropriate link below for detailed information:

  - Child Welfare Scholarship Program
  - Community-Based Initiative in Detroit
  - Geriatric Scholarship Program
  - Global Activities Scholars Program
  - Jewish Communal Leadership Program
  - National Community Scholars Program
• **Optional Peace Corps Master’s International.** If you are interested in pursuing a [Peace Corps Master’s International](#), please select one of the Peace Corps Master’s International curriculum schedules (Peace Corps Master’s International 20 month or Peace Corps Master’s International Advanced Standing). For detailed information, click on the link provided above.

• **Optional School of Social Work Graduate Student Staff Assistant Application.**

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. If you are unable to submit items together, they may be sent separately.

• 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 recommendation system. See Supplemental Forms for a copy of the recommendation form which you can print out and send to your recommenders.

• **Additional documents required by some applicants:**

<table>
<thead>
<tr>
<th>Provisions for Non-Baccalaureate Degree</th>
<th>Position Forms; Supplemental Reference Form(s) from human service related work experience supervisors</th>
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</thead>
<tbody>
<tr>
<td>Part-Time/Extended Degree</td>
<td>Part-Time/Extended Degree Statement</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfer Statement; Copy of MSW Field Work Evaluation(s); Recommendation from current/former MSW faculty advisor</td>
</tr>
<tr>
<td>International</td>
<td>Affidavit of Financial Support for International Students and supporting financial document(s)</td>
</tr>
<tr>
<td>Applicants whose native language is not English</td>
<td>Official English Proficiency Examination Scores (TOEFL/IELTS/MELAB) – see section on English Proficiency for details.</td>
</tr>
<tr>
<td>Reapplication</td>
<td>New Supplementary Statement; one additional recommendation form. Prior application materials must be on file. Please call the Office of Student Services to verify.</td>
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</table>

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

Do not send a copy of your online application form by mail if you have already submitted it online.

9-12-2011