

## Instructions for Online MSW Application

### Application Procedures for Online Application – Fall 2010

The MSW application packet you submit must include:

- **\$50.00 non-refundable application fee (U.S. dollars).** The application fee must be paid online by credit card or by E-check. Visa, American Express, Discover and MasterCard are the accepted credit cards.

A limited number of application fee grants are available through the School of Social Work for **U.S. Citizens and Permanent Residents of the U.S.** who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information regarding applying for an application fee grant is available by contacting the Office of Student Services at the School of Social Work via email: [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu) or calling (734) 764-3309, press 0 (zero). Such assistance is reserved for cases of established economic hardship.

If you are the recipient of an application fee waiver/grant from the School of Social Work or one of the following sources: Committee on Institutional Cooperation (CIC), Florida A & M University (FAMU), McNair Scholar, Project 1000, complete the necessary information in the *Preliminary Questions* section of the online application, scan the fee waiver/grant approval and upload to the relevant section of the online application.

#### **Multiple Applications to the School of Social Work and other UM Schools/Colleges:**

Students applying to the School of Social Work who have also applied to another School/College within the University of Michigan for the **same term** (e.g., School of Social Work and Master of Business Administration) **and** paid the application fee to the other School/College for that same term do not need to pay another application fee with their School of Social Work application. If you have submitted an application to the other School/College **and** paid an application fee to that School/College for the **same term**, indicate this on the *Preliminary Questions* page of the online application. You will be permitted to submit your application without a fee. If we are unable to verify payment of the fee to another unit for the same term, the processing of your application will be delayed until either verification is received or you submit a check/money order to the School of Social Work for payment of the application fee.

**NOTE:** This is the School of Social Work application fee policy. Other schools/colleges within the University may have different policies.

- **MSW Application.** All information must be provided in the relevant spaces on the application form and all pages of the online application must be completed. If more space is needed for educational or work experience, use the “Additional Information” page which is part of the MSW application form. Use the same format as on the relevant sections of the application form. **NOTE:** Your resume cannot be used as a substitute for completion of items on the application form. Submission of the online application constitutes your electronic signature.
- **One official academic transcript is required from each college/university you have attended including those at which you were enrolled for academic credit as a non-degree student and/or credits which you transferred to another college.** All transcripts must bear the official seal and signature of the institution attended. You must request these transcripts directly from the Registrar or appropriate officer of each institution and ask that they send them directly to you in a sealed, signed envelope. Upon your receipt of all transcripts, submit the envelope, unopened, along with all other

application materials. **NOTE:** A transcript with the notation "issued to student" is acceptable if submitted in the appropriate sealed, signed envelope. If your institution will not provide an official transcript directly to you, it may be sent directly to the School of Social Work. If this is the case, you should attach a note with your application indicating that the transcripts will be sent directly from the college. It is your responsibility to make sure that the required transcripts reach our office in a timely manner. Admission determinations include a grade point average calculation utilizing official transcripts that include all academic work completed at the time of application. International applicants or other applicants who have completed academic work abroad are required to submit official academic transcripts (records) issued by the academic institution(s) they attended, which include all coursework enrolled in and grades received. If a degree was granted by a foreign institution, a certified true copy of the diploma will also be required if the degree and date conferred is not posted on the academic transcript. Documents must bear the original signature/stamp of the registrar and the seal of the issuing institution. Credentials, if not in English, must be accompanied by English translations certified by the institution issuing the official credentials.

- **Three supporting recommendations.** We suggest you submit recommendations from persons who have been directly responsible for assessing your human service related work/volunteer experience and academic performance. Applicants who wish to substitute one or more career center references for our recommendation forms may do so. However, the School prefers that applicants utilize the School of Social Work recommendation forms. **We encourage applicants to utilize the online recommendation process available through the online MSW application to allow recommenders to submit their recommendations online.** All of your recommenders along with their relevant information must be listed on the bottom of page 2 of the application. If you opt for online recommendations, you will also need to register them and their email address using **Step 5 Recommendations**. Each recommender you register will then receive an email with a login and password to access and submit your recommendation online. You will have the ability to track the status of the recommendations both before and after you submit your application form.

If you or your recommenders opt to submit a hard copy (paper) recommendation, you must send your recommender(s) a recommendation form instructing them to return the completed recommendation to you in a sealed envelope, which is signed across the seal. You then include the unopened envelopes in your supporting documents packet to mail to the School of Social Work.

**NOTE:** Individuals applying under the [Provisions for Non-Baccalaureate Degree Applicants](#) should refer to that section for additional instructions regarding recommendations.

- **Supplementary Statement.** This statement must be submitted with the application for admission and can be uploaded to the relevant section (page) of the online application. Provide one double-spaced three (3) page statement (12 pt.) that addresses all four of the following topics:

- 1) Describe a social problem. Assuming you have the power and resources at your disposal, what would you recommend for intervention and/or social change to address the social problem?
- 2) Describe how your personal and intellectual qualifications, past human service experience and/or future goals are relevant to assisting the most economically and socially disadvantaged groups in our society. Please use specific examples.
- 3) How will your chosen MSW dual concentration help you reach your personal and professional goals?
- 4) The NASW Code of Ethics includes the following statement:  
*"Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the*

profession." ([www.socialworkers.org/pubs/code/default.asp](http://www.socialworkers.org/pubs/code/default.asp))

Discuss how your personal values and beliefs are or are not compatible with this professional standard. How will you reconcile any conflicts between your personal values and the requirement of the profession?

In preparing your statement, we recommend that you also review the Criteria for Admission.

**NOTE:** If there are gaps or deficiencies in your academic record including incomplete grades or withdrawals from courses, please address these in an addendum to your statement.

- **Admissions Conduct Form.** Complete the admissions conduct form. This must be accompanied by the required statement(s) if you answered "yes" to either question.
- **Resume.** Upload your resume to the relevant section (page) of the online application.

**No** admissions tests (e.g., GRE, GMAT) are required for admission to the MSW degree program.

The School of Social Work promotes a self-managed application process. The applicant is responsible for accumulating all of the required materials that could **not** be submitted online (i.e., official transcripts and hard copy recommendations) and submitting as one packet to the School of Social Work Office of Student Services. This ensures a timelier processing/matching of supporting materials to your online application. When this is not possible, materials may be sent separately. **All materials must be submitted according to stated deadline dates. Be sure to affix sufficient postage for mailing and mail to:**

Office of Student Services  
University of Michigan  
School of Social Work  
1080 South University Ave., Room 1748  
Ann Arbor, MI 48109-1106

**DO NOT SEND DUPLICATE HARD COPIES OF MATERIALS THAT HAVE BEEN SUBMITTED ONLINE.**

**Fax copies of supporting documents will not be accepted without prior approval.**

**Failure to complete application procedures in their entirety will delay processing of your application.**

## **Additional Information/Required Materials for Some Applicants**

### **Applicants applying for Extended Degree Curriculum Schedule**

Applicants for the Extended Degree curriculum schedule must also submit a separate, brief written statement describing their reason(s) for applying for this schedule. This statement must include a plan for enrolling on a full-time basis for a minimum of two terms to complete degree requirements. You may use the "Additional Information" page of the online application to type your Extended Degree statement. Review the Extended Degree Curriculum Schedule option for more information.

### **Applicants applying as Transfer students from another MSW program**

Students currently or previously enrolled in another accredited masters level social work degree program who are seeking admission as a transfer student are required to submit additional materials.

1. A brief written statement describing the reasons why they are requesting a transfer
2. A copy of their practicum/field work evaluation(s), if applicable
3. A recommendation from the applicant's current/former MSW program faculty advisor addressing their academic standing

### **International Applicants**

International applicants are those persons who are **not** U.S. citizens or Permanent Residents of the United States. For important information on additional requirements for international applicants, review the [International Applicants](#) section of our web site.

### **Provision for Non-Baccalaureate Degree Applicants**

Admission to the MSW degree program is possible for a maximum of ten persons per academic year who do not hold baccalaureate degrees. The goal of this provision is to provide an opportunity for individuals with extensive experience as employees and/or volunteers in human service organizations to obtain the MSW degree without first obtaining a bachelor's degree. Review the section on [Non-Baccalaureate Degree Applicants](#) for more information. Prior to submitting an application, persons applying under this provision should review the "[Special Instructions/Forms for Persons Applying Under the Provisions for Non-Baccalaureate Degree Applicants](#)". Potential applicants under this provision must also contact the Office of Student Services to schedule a telephone or personal interview prior to application.

### **Reapplication**

If you are a previous MSW applicant or previous MSW student at the University of Michigan who did not complete the degree program, review the section on [Reapplication](#) for additional information on reapplying to the MSW program.

### **Interviews**

Interviews are not required of all applicants. Some applicants, however, may be requested to schedule an interview regarding their application to the MSW Program. Applicants may also request to meet with admissions counselors.

### **Questions?**

Contact the University of Michigan School of Social Work Office of Student Services:

Email: [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu)

Phone: 734-936-0961