



Notice to prospective MSW applicants:

Do not submit any of the application materials below. These materials and instructions were for the 2017 application process only, which has now ended. Application deadlines for all 2017 MSW programs have passed; it is too late to apply for MSW Advanced Standing (Summer 2017) and Fall 2017 MSW Day or MSW Extended Degree Program admission – there are no exceptions.

Applications for 2018 MSW programs will become available in September 2017, and our website will have updated instructions available at that time. Until then, we welcome you to explore this document to get a sense of what to expect on future MSW applications. All information below is for reference only. It serves as an example, to aid prospective MSW applicants in anticipating what to expect for future applications. **Procedures and materials are subject to change.**

If you have any questions, please contact our UW School of Social Work admissions team at sswinfo@uw.edu or (206) 543-5676.



2017 Master of Social Work

Application Information and Instructions

Application Requirements and Information 3
Introduction 3
Important Information 3
How to Contact Us 3
MSW Applicant Responsibilities 4
Eligibility and Minimum Requirements 4
Statistics Requirement 4
Special Applicant Groups 5
Applicants Whose Native Language is Not English 5
International Applicants 5
MSW Transfer Applicants 5
Re-Applicants 5
Application Deadlines 6
Notification of Admission Decision 6
Criminal Background Check 6
Application Checklist, Instructions and Materials 7
Application Checklist 7
Important Information about File Uploads 6
Step 1: UW Graduate School Application (Online Application Portal) 8
Step 2: MSW Supplemental Application 9
Step 3: MSW Application Signature Form 9
Step 4: Social Service Experience Form 9
Step 5: Personal Disclosure Statement 9
Step 6: Unofficial College Transcripts 10
Step 7: Résumé 10
Step 8: References 11
Step 9: Essay 12
Step 10: Advanced Standing Eligibility Confirmation Form 13
Step 11: Re-Applicant Re-Use of Materials Form 13
Step 12: Funding Consideration 13

Application Requirements and Information

INTRODUCTION

Please use only the current year's application materials to avoid following outdated guidelines.

The UW School of Social Work seeks to enroll well-qualified students with diverse backgrounds. We especially seek applicants committed to working with diverse populations. Admission to the MSW program is selective and is based on academic performance and potential, clarity and appropriateness of career objectives, understanding of social issues, knowledge of diverse populations and relevant practice experiences. Academic credit toward the MSW is not given for previous employment or life experience. Students for the Day and Extended Degree programs are admitted for Fall quarter, and Advanced Standing students are admitted for Summer quarter.

Our commitment to diversity is elaborated in the document [Essential Skills, Values and Standards of Professional Conduct for Admission and Continuance in the School of Social Work](#). It outlines the qualities and professional behavior expected of students. All applicants should carefully review these essential abilities before applying.

IMPORTANT INFORMATION

- The information in this document refers only to MSW programs on the University of Washington's main **Seattle campus**. The UW Tacoma MSW program has a different application process, separate from ours. Make sure you choose the correct campus/program/year when applying through the Graduate School portal online, and contact us with any questions.
- Several supplemental forms (described in this document) must be included as part of your complete application. Rather than opening them in your browser, please **download the forms to your computer**. The forms can be completed and digitally signed using Adobe Reader version 8 or later. The latest version of Adobe Reader may be downloaded [here](#) for free. If you experience problems, check to make sure you have downloaded the forms and opened the downloaded file in Adobe Reader (not your internet browser).
- Re-applicants, international students, and students wishing to transfer from other MSW programs should read the important Special Applicant Groups section (page 4 of in this document).
- Admission requirements are subject to change without notice. All applicants will be informed in the event changes do occur.

HOW TO CONTACT US

Please direct questions to the UW School of Social Work Admissions Office: (206) 543-5676 or sswinfo@uw.edu

MSW APPLICANT RESPONSIBILITIES

The Admissions Committee strives to give all applications the most prompt and thoughtful consideration possible. The following steps will help to make this possible:

- Keep copies of your essay and other materials submitted.
- Use the Application Checklist below to ensure that all steps are completed.
- Review all application forms and materials for legibility, completeness and accuracy before submitting them.
- Submit all completed application materials early. Applications cannot be processed until all materials are received (including references).
- Select references early and let them know that they will receive an email request to submit a reference form. Ask references to respond promptly and send reminders if needed.
- Notify the School of Social Work and the UW Graduate School promptly, in writing, of any changes (e.g. address, name change, etc.) or decision to withdraw from consideration.

ELIGIBILITY AND MINIMUM REQUIREMENTS

The Graduate Record Examination (GRE) is not required for the MSW program.

MSW Day Program and MSW Extended Degree Program (EDP)

Applicants to the **MSW Day Program** or **MSW Extended Degree Program** must meet the [requirements](#) outlined by the UW Graduate School. However, there is no minimum GPA requirement for these programs. Admission is competitive and applicants are evaluated holistically. We do not require any specific major or baccalaureate degree to apply for either program.

MSW Advanced Standing Program

Advanced Standing applicants must meet the [requirements](#) outlined by the UW Graduate School. Additionally, to be eligible Advanced Standing applicants **must** have:

- Earned a grade of at least 3.0 (on a 4.0 scale) in each required BSW/BASW course required for your undergraduate degree OR earned at least a 3.50 cumulative GPA in the required courses.
- Graduated within the last five years from a U.S. baccalaureate program in social work or social welfare (BASW or BSW) accredited by the Council of Social Work Education (CSWE), or a Canadian program accredited by CASWE. Students who have a BSW/BASW degree from a social work program outside of the U.S. may have their degree evaluated by the International Social Work Degree Recognition and Evaluation Service, and may apply for Advanced Standing if the degree is determined to be consistent with CSWE requirements.

STATISTICS REQUIREMENT

All students admitted into the MSW DAY and EDP programs are required to complete a course in Statistics before they are able to enroll in specific courses in the program. This is NOT a prerequisite for admission nor a consideration in the admission process, but the expectation is that admitted students will complete this course in a timely manner – or it could jeopardize progress in the program. Visit [this page](#) for details.

SPECIAL APPLICANT GROUPS

Applicants Whose Native Language is Not English

The UW Graduate School requires that any applicant whose native language is not English must demonstrate English language proficiency. This is explained in the Graduate School's [Memo 8: English Language Proficiency Requirements](#). This requirement can be satisfied by submitting passing TOEFL scores.

International Applicants

International students requiring a student visa to attend the University of Washington **should not list** the Extended Degree Program (EDP) among application choices for consideration; international applicants are only eligible for a visa if enrolled full-time (Day or Advanced Standing program). Visit the UW Graduate School's website for [international applicants](#), which includes important details about visas, U.S. immigration laws, and a financial ability requirement. International applicants must provide proof of financial ability, demonstrate English proficiency (usually by submitting TOEFL scores) and will need a student visa to attend.

MSW Transfer Applicants

There is no separate application for applicants who are applying as transfer students from another MSW program. Such applicants are expected to include at least one member of the social work faculty of their current/previous institution among the three required references.

Re-Applicants

All applicants who applied in a previous year should indicate the last year they applied in the MSW Supplemental Application online. Applicants who previously applied for **2016** MSW admission, and were not admitted or chose not to enroll, may request to use some of last year's application materials without having to resubmit everything new this year. Applicants who did not submit a complete MSW application for the Summer/Fall 2016 quarters do not have the option of re-using past materials and all new materials must be submitted. Re-applicants are required to submit a signed "Re-Applicant Re-Use of Materials Form" (Step 11 below) if previous materials are being re-used.

APPLICATION DEADLINES

It is the applicant's responsibility to ensure that all application materials are submitted by 11:59 p.m. on the deadline date. You are strongly advised not to wait until the day (or even week) of the deadline date to apply; we encourage you to apply early in order to avoid last minute problems. If you wait until the last minute, you might miss the deadline and we will be unable to assist you with unexpected challenges that may include: slow internet connections, problems uploading documents or converting PDFs/reducing file sizes in order to meet file size limit requirements, and so on. **Read the application instructions, carefully complete the application, and apply early.**

MSW Day (application for Fall 2017)

Deadline: January 4, 2017

MSW Advanced Standing (application for Summer 2017)

Deadline: January 4, 2017

MSW Extended Degree Program (application for Fall 2017)

January 4, 2017: Priority EDP Deadline

February 15, 2017: Space-Available EDP Final Deadline

EDP candidates are strongly encouraged to apply by the priority deadline to ensure full consideration. Complete EDP applications received between 12:00 a.m. on January 5th, 2017 and 11:59 p.m. on February 15th, 2017 will still be accepted, but consideration for admission will be strictly on a **space-available basis only**. This space-available extended deadline is only for EDP applicants; all Day/Advanced applicants must apply by January 4th.

NOTIFICATION OF ADMISSION DECISIONS

The review of applicant files is an important and time-intensive effort taken by the school's faculty. The Admissions Committee is unable to consider an applicant's materials more than once in each admission year.

- Completed applications received by the admission deadline will receive a response by the end of March.
- If you would like to confirm that your materials have arrived and that your file is ready for review, use the application status feature in the online UW Graduate School application portal.
- We often have more qualified candidates than available space. Based on the recommendation of our Admissions Committee, some applicants may be placed on an alternate list. The alternate list is used to fill positions in the program that become available if and when candidates offered admission decline or withdraw. If space is available, additional offers of admission may be made to a small number of alternate list students during the summer. Applicants are notified in March if they are being placed on the alternate list.

CRIMINAL BACKGROUND CHECK

Applicants who are offered admission to the School of Social Work will receive instructions to complete the criminal background check with the admission notice. Prospective applicants with questions or concerns about this requirement should contact the Director of Admissions as you proceed through the application process.

Application Checklist, Instructions and Materials

APPLICATION CHECKLIST

All supporting application materials must be uploaded via the online UW Graduate School application portal.

- [Step 1: UW Graduate School Application \(Online Application Portal\)](#)
- [Step 2: MSW Supplemental Application](#)
- [Step 3: MSW Application Signature Form](#)
- [Step 4: Social Service Experience Form](#)
- [Step 5: Personal Disclosure Statement](#)
- [Step 6: Unofficial College Transcripts](#)
- [Step 7: Résumé](#)
- [Step 8: References](#)
- [Step 9: Essay](#)
- [Step 10: Advanced Standing Eligibility Confirmation Form](#)
- [Step 11: Re-Applicant Re-Use of Materials Form](#)
- [Step 12: Funding Consideration](#)

INFORMATION ABOUT FILE UPLOADS

Only PDF documents can be uploaded for the materials in steps 3 through 7 and steps 9 through 12. **The file size limit for uploads is 500 kilobytes.** Please close the document before you upload it. Also, don't forget to put your name at the top of your resume and essay documents. When naming your files please put your name and a brief descriptor of the document (e.g. JaneAddamsEssay.pdf)

Please Note: If you have problems uploading your document, please check the size of your file. Uploaded files cannot be **LARGER THAN 500 kilobytes** because they **WILL NOT UPLOAD**. If your file is too large, please try the following solutions.

1. Remove any unnecessary images.
2. Use a different browser to upload the file.
3. If using a scanner:
 - a. Set the scanner to scan as a document, not an image.
 - b. Scan black and white.
 - c. Try having the scanner save the file as a PDF.
 - d. Scan each transcript as a separate file.
 - e. Reduce the resolution on the scan before saving as a file.
4. Print and scan the document as a black and white file.

INSTRUCTIONS AND APPLICATION MATERIALS

Step 1: UW Graduate School Application (Online Application Portal)

The Graduate School application is submitted online; supporting application materials for Steps 2-12 will all be uploaded to this online Graduate School application.

- **Access the online portal [here](#).** You will need to create a profile as a New Applicant or login and update your profile as a Returning Applicant; it is critical that you select the correct “graduate program” when prompted at the beginning of this process (see details below). Begin the UW Graduate School application at your earliest opportunity. You may complete the application and submit the fee when you have all the materials completed and uploaded to the online portal. Before beginning, read the important details below.
- **An \$85.00 application fee is required.** See the website above for fee waiver information. Applicants planning to request a fee waiver must do so at least seven days in advance of the application deadline.

MSW Extended Degree Program (EDP) Applicants

- Be certain to select the graduate program: **SOCIAL WORK - SEATTLE (MSW - PART-TIME PROGRAM)** only.
- Choose **AUTUMN 2017**.
- The portal will provide an upload field for each of the remaining required application materials. You must upload all materials before you will be able to submit your Graduate School application and application fee.

MSW Day Applicants

- Be certain to select the graduate program: **SOCIAL WORK - SEATTLE (MASTER OF SOCIAL WORK)** only.
- Choose **AUTUMN 2017**.
- The portal will provide an upload field for each of the remaining required application materials. You must upload all materials before you will be able to submit your Graduate School application and application fee.

MSW Advanced Standing Applicants

- There is no separate graduate program application for MSW Advanced Standing applications; it is differentiated from the Day application only by selecting a **SUMMER 2017** start date, entering Advanced Standing as your first choice program, and submitting the Advanced Standing Eligibility form.
- Be certain to select the graduate program: **SOCIAL WORK - SEATTLE (MASTER OF SOCIAL WORK)** only.
- Choose **SUMMER 2017** as the quarter and year you wish to enter.
- The online portal will provide a checklist of all remaining materials and fields required to complete your application. You must upload all materials before you will be able to submit your Graduate School application and application fee.

Step 2: MSW Supplemental Application

- Follow the instructions to complete the required departmental MSW Supplemental Application.
- You will be asked to select a “first choice” program option – choose ONE OPTION ONLY. Enter the name of the program you wish to be considered for admission as your first choice (e.g. Advanced Standing, Day, Extended Degree – Evening, Extended Degree – Weekend).
- You will have the option to list a second and third choice; only list alternate options if you have fully reviewed the [MSW program information](#), fully understand the distinct program options, and are willing to pursue an MSW degree in this program. In the event you are not selected for your first choice option, the admissions committee will consider you for any programs you list as a second/third choice.
- If you are a re-applicant, please enter the year you last applied.
- If you are transferring from another MSW program please enter the college/institution you have attended.
- You will also be prompted to transfer the total hours of social service experience from your Social Service Experience Form (see Step 4).

Step 3: MSW Application Signature Form

- Access the form [here](#).
- The application asks you to answer a few questions and a signature is required at the bottom of the page. Upload the completed document to the online Graduate School application portal.

Step 4: Social Service Experience Form

- Access the form [here](#).
- You are welcome to make additional pages of the Social Service Experience form if you need more room to list all relevant social service experiences. Even though you are also submitting a résumé, it is critical that you still take the time to calculate hours and complete the Social Services Experience Form (clearly indicate totals as instructed on the final page). You will be prompted to enter these totals in the MSW Supplemental Application online (see Step 2).
- Upload the document to the online Graduate School application portal. Make sure the Social Service Experience Form (including any extra pages used) is saved as one PDF document. Upload this single document to the online Graduate School application portal.

Step 5: Personal Disclosure Statement

Washington law requires that all individuals who have access to children less than 16 years of age, persons with developmental disabilities, and other vulnerable groups disclose through the Washington State Patrol (WSP) background information concerning crimes and offenses against these populations. For more information, please refer to the [Background Check & Personal Disclosure Statement](#) memo.

- Access the form [here](#). Answer ALL the questions and attach explanations as needed. Sign (in both places where signatures are needed) and date, then upload the form via the “Personal Disclosure Statement” space indicated in the application portal.

Step 6: Unofficial College Transcripts

You must submit transcripts from **every** accredited college or university attended after high school graduation, even if you only took one or two classes at an institution. Please note:

- **We will not accept incomplete, blurry, or illegible documents.**
- Please make sure your **first and last names** are included on all transcripts.
- Transcripts must be scanned and saved as a PDF document(s) and uploaded via the online Graduate School application in the designated space for transcripts. **We will not accept e-mailed, faxed, mailed transcripts nor transcripts sent through electronic transmission services.** It is your responsibility to upload transcripts. Official transcripts are not required at the time of application.
- University of Washington students are not exempt from this requirement. **UW students must also still submit transcripts**, including current BASW seniors as well as current or former students of UW Tacoma or UW Bothell.
- If you are currently enrolled in a college/university, a final transcript will be required (if you are admitted) after you complete your degree and the degree is officially posted on the transcript.

Step 7: Résumé

An up-to-date résumé (no more than 2 pages) is required. Make sure that your first and last name is included in the document. There is no required résumé format or order. Provide a résumé that will help the admissions committee to better understand your background and experiences. Save the résumé as a PDF, then upload it via the space indicated for “Résumé or Vita” in the online Graduate School application. Within the résumé, include:

- Educational background.
- Paid work experience: dates, employer name and address, job title, brief overview of job responsibilities. Please highlight experience in diverse communities. Annual service corps work should be included as paid work experience (Peace Corps, AmeriCorps, JVC, AJWS, City Year, and LVC).
- Unpaid, relevant social service experience: dates, organization name, duties/roles. If applicable, include field practicum experiences here. Highlight any experiences in diverse communities.
- Awards, honors, and special achievements you have earned (academic, work, volunteer).
- Languages spoken and written and level of fluency, if bilingual (including ASL).
- Research experiences: any research you have conducted or been a part of.
- International experiences (length of time, work/volunteer experience).

Step 8: References

Three (3) unique reference forms must be submitted as a part of the application. You must designate three references from within the online Graduate School application portal, in the “Designate References” section. Read the statement regarding **Public Law 93-380** when designating references. It is important for both the recommender and the committee to know what decision you have made regarding this right of review. **References should support your social service background and potential and/or academic preparedness.** Family members, partners, clients and personal friends are not appropriate references.

- Three completed reference forms (one per recommender) **must be submitted by the application deadline.**
- **It is your responsibility** to make sure all recommenders submit their reference forms by the deadline. Designate references early in order to give them sufficient time. You are advised to set calendar reminders to check in with references as the deadline approaches, following up with them to ensure completion.
- **We will not accept e-mails, faxes, or mailed letters** as substitutes for the recommendation forms.
- As soon as you designate your references in the online application portal, **an immediate e-mail** will be sent to them asking them to complete a reference form by the application deadline. The recommender will receive a unique URL linked to your application, asking them to submit the reference form online. They must only submit the reference form through that unique URL. Once they have submitted the form, you will receive an e-mail indicating that the recommender has completed the form on your behalf.

Advanced Standing Applicants:

Must include one social work faculty member from your BASW/BSW program among the required references.

Applicants Transferring from Other MSW Programs:

If you are applying as a transfer student from another MSW program, include at least one member of the social work faculty at your current/previous MSW institution among the three required references.

Re-Applicants

Re-applicants may use a mix of re-used references and new references if desired. All applicants, including re-applicants, must list three references on the online graduate school application portal. If you qualify as a re-applicant and would like to re-use any references from last year’s application, you must also list these recommenders on the Re-Applicant Re-Use of Materials Form (Step 11). For any reference you wish to re-use, choose the option indicating that the recommender will submit their reference by **postal mail** when designating references in the online graduate school application portal. **DO NOT select the postal mail option for any new references;** for new references, enter their e-mail address so that your recommender will receive email instructions for submitting their reference.

Step 9: Essay

The two-part essay is the most important section of your application package. We are interested in understanding 1) how your experiences influenced your desire to obtain a Masters in Social Work and 2) the quality of your writing and argumentation as it relates to analyzing and addressing a social problem. A two-part essay is required.

Length and Formatting: Please pay close attention to page limits: you may use two to three (2-3) pages for the Autobiographical Statement and two (2) pages for the Social Problem Analysis. The total length of the two-part essay may not exceed five (5) pages total, however, if needed, you may include a 6th page for a list of references only.

Essays must follow APA style guidelines, and be double-spaced with 1-inch margins on standard-sized (8.5" x 11") paper, using 12-point font (either Times New Roman or Calibri). Use the heading "Part 1: Autobiographical Statement" for the first part of the essay and use the heading "Part 2: Social Problem Analysis" for the second part of the essay.

Uploading Instructions: **Save the admissions essay as a PDF and upload it** via the space indicated for "Writing Sample or Essay" in the online Graduate School application portal.

Part 1: Autobiographical Statement (2-3 Pages; approximately 500-750 words)

Write an autobiographical statement discussing how your personal, academic, volunteer and/or professional experiences have led you to the field of social work. It is important to integrate what you have learned from these experiences and how this learning will affect your approach to social work practice and your short and long term career goals. Be sure to address what makes you an ideal candidate for graduate school and the social work profession. In addition, please share what specifically has influenced your decision to pursue an MSW at the University of Washington.

Part 2: Social Problem Analysis (2 pages; approximately 500 words)

Write an essay describing a contemporary social problem that you believe is relevant to the social work field. This portion allows you showcase the quality of your writing in terms of argumentation and critical analysis; references are encouraged. Please address the following prompts in your essay:

- What is the social problem and how is it relevant to the social work field?
- What are the societal contributions to the origin and maintenance of this problem?
- Why does this problem deserve public attention and resources?
- What research supports your position?
- Describe some possible ways for social workers to address the problem, including leadership roles you might undertake.
- If relevant, and space permitting, include any personal experiences that have contributed to your identification and understanding of the problem.

Step 10: Advanced Standing Eligibility Confirmation Form

This step is **only required for Advanced Standing applicants**. Day and EDP applicants should skip this step.

- Complete the Advanced Standing Eligibility Confirmation Form if you are submitting an application with Advanced Standing as a program option choice.
- Before completing the form, read the section on [Advanced Standing](#) on the MSW Program page to confirm you meet Advanced Standing eligibility requirements.
- **Access the form [here](#).**
- Print, sign, date, and then upload the completed form via the space indicated on the online application portal.

Step 11: Re-Applicant Re-Use of Materials Form

This step only applies to individuals who **submitted a complete application for 2016 MSW admission and wish to RE-USE some of last year's application materials**. Please refer to the application instructions to ensure that you are eligible to re-use materials; re-applicants may use this form to request the use of materials from their previous year's application only (2016 application).

- **Access the form [here](#)**
- Print, sign, date, and then upload the completed form via the space indicated on the online application portal.

Step 12: Funding Consideration

This is an optional step in your application however we encourage all applicants who would like to be considered for scholarships to submit this form upon application; there will not be a separate application for the primary scholarships awarded to incoming admitted students. The information provided on this form **does not impact admissions decisions**. This additional information will be used to guide us in determining a match for potential sources of funding at the School (e.g. fellowships/scholarships); fellowships and scholarships will be used to help support the School's recruitment efforts to ensure diversity within the School. Please complete the FAFSA (or equivalent) as soon as possible; this is a requirement for consideration as financial need is often a determining factor for many awards. Should you be selected for an award you will be notified by the Scholarship Committee by email. Please explore the School's [website](#) for additional options for funding your education (e.g. graduate assistantships, traineeships, scholarships for continuing students).

- **Access the form [here](#)**
- Respond to any/all prompts, sign, date, and then upload the completed form via the space indicated on the online application portal.