



## Notice to prospective MSW applicants:

**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. The following document contains a condensed, modified version of application instructions and information from last year, and is for reference only. It serves merely as an example to aid prospective MSW applicants in anticipating what to expect for future applications.**

Applications for 2018 MSW programs will become available in September/October 2017 (with an approximate deadline of early January 2018) and our website will have updated instructions available at that time. 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 separate application process and different deadlines). **Procedures and materials are subject to change.**

## 2017 MSW APPLICATION DEADLINES

*Applicants receive an admission decision by the end of March.*

**\*MSW Day (starts September 2017) \*Deadline has passed**

**Deadline: January 4, 2017**

**\*MSW Advanced Standing (starts July 2017) \*Deadline has passed**

**Deadline: January 4, 2017**

**\*MSW Extended Degree Program (starts September 2017) \*Deadline has passed**

**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 5<sup>th</sup>, 2017 and 11:59 p.m. on February 15<sup>th</sup>, 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 4<sup>th</sup>.

# INTRODUCTION

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.

## 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. 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.

## 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 INSTRUCTIONS AND MATERIALS

**Application instructions and procedures are subject to change in the future.**

The information below was for Fall 2017 applicants only, and serves only as an example for reference.

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

- The Graduate School application is submitted online; supporting application materials for Steps 2-12 below will all be uploaded to this online Graduate School application portal. **An \$85.00 application fee is required.**

**DO NOT START an application before the new 2018 MSW application instructions and materials are available on our website (available by early October). Doing so will result in you using last year's application portal, and outdated application materials.**

If you start an application before then (e.g. even if you are just creating an application over the summer to preview it and know what to expect, and then log back into that application weeks or months later to complete it) you will be using the wrong, outdated application portal. It is very important that you wait until the new application materials are available before starting a **new** UW Graduate School application.

## Step 2: MSW Supplemental Application Form

- Follow the instructions to complete the required MSW Supplemental Application form, which must then be uploaded to the online application portal.

## Step 3: MSW Application Signature Form

- Follow the instructions to complete the required MSW Application Signature form, which must then be uploaded to the online application portal.

## Step 4: Social Service Experience Form

- Follow the instructions to complete the required Social Service Experience form, which must then be uploaded to the online application portal.

## Step 5: Personal Disclosure Statement Form

- Follow the instructions to complete the required Personal Disclosure Statement form which must then be uploaded to the online application portal. 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, see: [Background Check & Personal Disclosure Statement](#).

## Step 6: Unofficial College Transcripts

- You must submit unofficial transcripts from **every** accredited college or university attended after high school graduation, even if you only took one or two classes at an institution. **Transcripts are to be uploaded to the online application portal. We will not accept incomplete, blurry, or illegible documents nor transcripts that are mailed, e-mailed, faxed, or sent through electronic transmission services.** University of Washington students/alumni are not exempt from this requirement to submit unofficial transcripts.

## Step 7: Résumé

- An up-to-date résumé (no more than 2 pages) must be uploaded to the online application portal.

## Step 8: Three References

- Three (3) reference forms must be submitted. You must designate three references from within the online Graduate School application portal, in the "Designate References" section. References should support your social service background and potential and/or academic preparedness. Family members, partners, clients and friends are not appropriate references. **Three completed reference forms must be submitted by the application deadline. It is your responsibility to make sure all recommenders submit forms by the deadline.** Designate references early, to allow sufficient time. We will not accept e-mails, faxes, or mailed letters; you will designate references in the online application portal, which triggers an e-mail that is sent to the reference instructing them to complete a special recommendation form on your behalf, by the application deadline.

## Step 9: Essay (Instructions and prompt below were for 2017 MSW applicants only)

- 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.

### 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 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

- For Advanced Standing applicants only, a completed Advanced Standing Eligibility Form must be completed and uploaded to the application portal. Carefully read the [Advanced Standing](#) section on the MSW Program page to determine if you meet Advanced Standing eligibility requirements.

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

- For details about “re-applicant” instructions, see the updated 2018 MSW Application & Instructions that will be available on our website in early autumn 2017. Fall 2018 MSW applicants **will only be considered a “re-applicant” if they submitted a complete application specifically for 2017 MSW admission.** Such “re-applicants” must submit a new application for 2018 admission, but can re-use **some** of their previously submitted 2017 MSW application materials for their new 2018 application. Application materials submitted for 2016 (or prior) MSW admission are not kept on file and cannot be re-used for a Fall 2018 application.

## Step 12: Funding Consideration

- MSW applicants should submit a FAFSA for need-based aid consideration, and could apply for graduate assistantships (if available – limited and competitive). For details, see the [MSW funding page](#). MSW applicants can opt-in to additional departmental funding consideration (limited and competitive) by completing the optional Funding Consideration form that is part of the MSW application.