

MSW APPLICATION INSTRUCTIONS

The School of Social Work accepts applications for admission submitted electronically through an on-line system.

The Application

Your Application will be considered complete and ready to be processed when all of the following components have been received:

- Submission of electronic application which includes:
 - a. Personal Statement
 - b. Resume/Curriculum Vitae
 - c. Transcript(s) from each college/university that was listed for your bachelor degree including after the bachelor degree was earned. **Do not include community colleges.**
 - d. Residence affidavit
 - e. TOEFL scores (international students only)
 - f. APPLICATION FEE: A non-refundable \$75 application fee by credit card is due at the time your online application is submitted.
- Three Professional Recommendations (submitted by recommenders)

Three Professional Recommendations

The application provides the ability for recommendations to be completed electronically. Applicants must provide the name and contact information for 3 recommenders. The application system will then send an email to each recommender providing instruction and access to a website where will be able to submit their recommendation electronically. **It is preferred that the recommendation be written on letterhead and uploaded.** Applicants will be able to monitor the status of the online recommendation process.

As an applicant you will have the opportunity to indicate whether you waive your right to inspect the recommendations. **Please note:** if you waive this right, the contents of the recommendation will not be released to you or anyone other than the faculty reviewing applications.

Recommendations should be from three people who have recent knowledge of your qualifications. Recommendations should be professional or academic in nature. For those with work experience in social services, a recommendation from the most recent employer or supervisor must be provided.

Advanced Standing Applicants: One of your recommendations must be completed by the advisor who has known you the longest, a minimum of one full semester, and can speak to both academic and field experience.

In the letter of recommendation the advisor should address the following:

- a. How long they have known the applicant.
- b. Describe the applicant's academic ability.
- c. Describe the applicant's roles and responsibilities at their field placement/s and describe the field placement setting/s.
- d. Evaluate the applicant's performance in their field placement/s.

MSW APPLICATION INSTRUCTIONS

- e. Describe how ready the applicant is prepared to move into 2nd year of an MSW program.
- f. Please include your recommendation for admission using one of the following choices in your letter:
 - i. I strongly recommend this advanced standing applicant for admission and feel the applicant has the capability to perform at a superior level.
 - ii. I recommend this advanced standing applicant for admission and feel the applicant's performance should be comparable to that of most graduate students.
 - iii. I do not recommend this applicant for advanced standing admission.

It is essential that all information above be included in the letter since we are no longer requiring an additional form. In addition to the recommendation from the applicant's advisor, two additional letters of recommendation are still required.

Choosing a Concentration

When you apply to the UConn School of Social Work, you will select your concentration. You must choose one. **Submitted applications cannot be reviewed without a concentration.**

Please note: *The School of Social Work has recently undergone a curriculum review and the faculty have approved the following changes related to concentrations:*

- **Advanced Standing Summer 2017**
Concentrations Offered:
 - Casework
 - Community Organization
 - Group Work
 - Policy Practice
- **MSW Regular Program Fall 2017**
Concentrations Offered:
 - Community Organization
 - Individuals, Groups & Families (*In application system choose either Casework or Group Work*)*
 - Policy Practice

**Content related to casework and group work will be integrated into one concentration, Individuals, Groups, and Families. MSW Regular Program Casework & Group Work accepted students for Fall 2017 will be notified their concentration will be changed to Individuals, Groups and Families once the admission cycle is complete.*

Administration will no longer be offered as a concentration. However, administration content will be incorporated into some areas of policy practice courses. There will also be opportunities to choose electives which include this content. Applicants with an interest in administration should strongly consider applying to policy practice or one of the other concentrations.

Personal Statement Requirements

MSW APPLICATION INSTRUCTIONS

The personal statement should be a 3-4 page, double-spaced, typewritten document that addresses the following points:

Advanced Standing Applicants: In addition to the Personal Statement, answer Question #9 as a separate essay. Please note: There will be a separate place to upload this document as the “Advanced Standing Essay” in the electronic application.

1. Describe how your interest in social work developed, and the philosophy upon which this interest is based. Include the influence of personal, professional and/or volunteer experiences on your interest in a social work career.
2. When you apply to the UConn School of Social Work, you must select your concentration. Discuss the factors influencing the concentration you have selected. How does this relate to your career goals? Complete descriptions of the concentrations can be found at: <http://www.ssw.uconn.edu/our-programs/msw-program/> areas-of-concentration, *which will be updated soon to reflect the new change in concentrations.*
3. Having read our mission statement (<http://www.ssw.uconn.edu/our-community/mission-statement>), please describe how your career goals align with our objectives and mission.
4. If you have prepared for, or been employed in another field of work, discuss why you want to change to social work.
5. If you are now employed in a social service agency, describe in detail how a professional social work education would improve your practice.
6. What do you consider to be your personal strengths and limitations in relation to your development as a professional social worker?
7. If you are transferring from another school of social work, discuss your reasons fully.
8. The NASW Code of Ethics (www.socialworkers.org/pubs/code/default.asp) expresses the value of respect for individuals regardless of age, culture, class, ethnicity, disability, gender, national origin, race, religion, or sexual orientation. Discuss how your personal values are or are not compatible with this professional standard. How will you reconcile any conflicts between your personal values and the requirements of the profession?

Advanced Standing Students only, please complete the following questions:

9. Please provide a specific example from your practice describing your work with an individual, family, group or community. Use the following questions as a guide for your discussion. Please refrain from including actual names and agencies.
 - a. Briefly describe the agency.
 - b. Briefly describe the practice assignment, including your understanding of your role with the client or client group.

MSW APPLICATION INSTRUCTIONS

- c. Describe and evaluate the extent to which you and your client or client group developed a mutual focus to your work.
- d. Present a brief case assessment. Present relevant data and inferences about the client or client group and the environment.
- e. Describe your helping efforts. Present brief excerpts from a process recording.
- f. Critically evaluate your helping efforts, analyzing strengths and limitations, utilizing evidence-based practice outcomes, if available. Also, in retrospect, how might you have intervened differently?
- g. Please comment on any social work values or ethical issues posed by this case, if any.
- h. Describe the nature of your supervision and how you used it to help the client or client group.

Dual Degree Program Applicants

New applicants for a dual degree program must apply to each program for admission and financial aid. Procedures and deadlines at both schools must be adhered to until the applicant has been accepted and a course of study has been determined. At that time, the student must notify both schools so aid can be awarded appropriately.

Transcript(s)

Unofficial transcripts:

Unofficial transcripts are required for application submission. Upload an unofficial transcript from each college/university that was listed for your bachelor degree including any institutions where course work was taken after your bachelor degree was earned – **do not include community colleges.**

Official Transcripts:

Applicants who are offered admission must submit an official transcript of their undergraduate degree and of any other course work taken **post baccalaureate. Official transcripts should be** sent directly from the educational institution in a sealed envelope to the attention of the Graduate Admissions Office at the address listed below.

Whetten Graduate Center
438 Whitney Road Extension, Unit 1152
Storrs, CT 06269-1152

Residence Affidavit

All applicants **must** submit a residence affidavit. The Residence Affidavit is located in the “Downloadable Forms” section of the online application.

Financial Aid

Applicants are strongly encouraged to apply for financial aid at the same time they apply for admission to the School. Grant Aid and Work-Study funds are limited and awarded in the order that the Financial

MSW APPLICATION INSTRUCTIONS

Aid Applications and FAFSAs are received. Priority will be given to those completing all paperwork by March 1 at <http://sww.uconn.edu/financial-aid/>

Please refer to our “Application Guidelines” for specific guidance on completing the on-line application.

Please contact the Office of Student and Academic Services if you have questions regarding the application process at 860.570.9118 or at swadmission@uconn.edu.