

We are pleased you are applying to our MSW Program. Please refer to the MSW Application instructions prior to beginning your online application.

Application Guideline	Required Information
<p>Complete General Application Information</p>	<ul style="list-style-type: none"> • Personal Information • Enrollment Information <ul style="list-style-type: none"> ○ Admission Requested: MSW - Choose Fall 2017; Advance Standing- Choose Summer 2017 ○ Field of Study & Degree – Choose Social Work MSW ○ 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: <ul style="list-style-type: none"> • <u>Advanced Standing Summer 2017</u> Concentrations Offered: <ul style="list-style-type: none"> ○ Casework ○ Community Organization ○ Group Work • <u>MSW Regular Program Fall 2017</u> Concentrations Offered: <ul style="list-style-type: none"> ○ Community Organization ○ Individuals, Groups & Families (In application system choose either Casework or Group Work)* ○ Policy Practice <p><i>*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.</i></p> <p><i>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.</i></p> ○ Campus of Intended Registration – Hartford ○ Are you applying for a graduate assistantship or fellowship? – Check NO (as UConn School of Social Work only offers fellowships at the PhD level) ○ Preferred Faculty Advisor – leave blank • Test Scores – none required, leave blank

<p>Transcripts</p>	<ul style="list-style-type: none"> • Citizenship Information • Educational Institutions <ul style="list-style-type: none"> ○ List all colleges/universities attended for your bachelor degree including any institutions where course work was taken after the bachelor degree was earned. ○ Upload the unofficial transcript for each educational institution - do not include community colleges ○ You can reduce the file size of your pdf by utilizing the following website small.pdf.com • Employment Experience (Include paid and volunteer experience)
<p>Three Professional Recommendations</p>	<ul style="list-style-type: none"> • The online application provides the opportunity for recommendations to be submitted electronically • Enter each recommender's contact information including e-mail address • Waive/do not waive the right to see recommendation letters • Indicate whether the recommender will be submitting online • Online – We strongly recommend that you utilize the online system for recommendations since this option is quicker and allows the applicant to have more control over the process • Message to reference (optional for online recommendation) – the message will be included at the bottom of the email sent to the recommender. It is encouraged that you indicate in your message that the recommendation should be on letterhead.
	<ul style="list-style-type: none"> • After recommender information is entered, an email will be sent to the recommender which includes instructions and login information. Through this website, a document can be uploaded or entered by text. It is preferred that the recommendation is on letterhead and uploaded. • Through the online application system, applicants will be able to see when recommendations have been completed as well as easily send reminders at their discretion. • Offline – Letter of recommendation – Choosing this option may result in a delay of the application being considered complete due to the extra processing time. • Advanced Standing – Please refer to MSW Application Instructions. <p><i>NOTE: If the offline option is chosen, it is the responsibility of the applicant to send the appropriate forms to the recommenders. Ask the recommender to fax the reference documents directly to the University of Connecticut School of Social Work at 860.570.9179.</i></p>
<p>Personal Statement</p>	<ul style="list-style-type: none"> • Please upload the document in the “Upload All Documents Here” section • Advanced Standing applicants can upload the essay for

	Question #9 in the “Advanced Standing Essay” area in the “Upload All Documents Here” section
Resume/Curriculum Vitae	<ul style="list-style-type: none"> • Please upload the document in the “Upload All Documents Here” section
Residence Affidavit	<ul style="list-style-type: none"> • Click on “Downloadable forms” in the left most column of the online application and then click “Residence Affidavit” to download the file • Complete the Residence Affidavit • Please upload the completed Residence Affidavit in the “Upload All Documents Here” section
International Applicants	<p>In addition to the above application components, international applicants must also include:</p> <p>Test Scores (TOEFL)</p> <ul style="list-style-type: none"> • Students whose native language is not English must show evidence of proficiency in the English language • Test scores must be sent electronically from ETS to the University of Connecticut (code 3915) • They are not required to be entered by the applicant electronically as they will be added to the application by the University once received from ETS <p><i>NOTE: Even though the online application may be submitted without TOEFL scores, an application will not be considered complete until TOEFL scores are received.</i></p>
Application Fee	<ul style="list-style-type: none"> • You will be required to submit a payment of \$75 at the time of submission
Submission of Application	<ul style="list-style-type: none"> • Please check your application to make sure that all information is accurate. You will not have access to change any information after electronic submission.

Completion of Application: Your application will officially be marked as complete once a staff member has reviewed your application and confirmed that all needed components have been submitted. This process takes time, please be patient.

The system will prompt a message that notifies you that test scores have not been submitted. As the School of Social Work does not require standardized test scores of its applicants, please ignore this notification. Once a staff member has reviewed your application for completeness and confirmed that no components are missing, they will check the standardized test score box which will then stop this notification from appearing.

Re-applying	<ul style="list-style-type: none"> • Please create a new user name to begin your applications and follow the above guidelines.
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Please note: A successful submission of the on-line application does not constitute a complete application. Please reference the MSW Application Instructions for information on all required components.

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.