

MSW APPLICATION INSTRUCTIONS

The School of Social Work accepts applications for admission submitted electronically through an on-line system. This guide includes information regarding each piece of the application as well as information to guide you through completing and submitting your online application.

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.

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- d. Evaluate the applicant's performance in their field placement/s.
- 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 no longer require 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 a concentration. You must choose one. **Submitted applications cannot be reviewed without a concentration.**

- **Concentrations Offered:**
 - Community Organization
 - Individuals, Groups, and Families
 - Policy Practice

Personal Statement Requirements

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://sww.uconn.edu/our-programs/msw-program/%20areas-of-concentration/>.
3. Having read our mission statement (<http://www.sww.uconn.edu/our-community/mission-statement>), please describe how your career goals align with our objectives and mission.

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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.
 - 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.

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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

If your institution sends official transcripts electronically, please use the following e-mail address:
gradadmissions@uconn.edu.

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

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Application	Required Information
<p data-bbox="86 323 305 422">Complete General Application Information</p> <p data-bbox="188 1035 326 1066">Transcripts</p>	<ul style="list-style-type: none"> • Personal Information • Enrollment Information <ul style="list-style-type: none"> ○ Admission Requested: MSW - Choose Fall; Advance Standing- Choose Summer ○ Field of Study & Degree – Choose Social Work MSW ○ Concentration – You must choose one. Submitted applications cannot be reviewed without a concentration. ○ 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 • 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 https://smallpdf.com/ • Employment Experience (Include paid and volunteer experience)

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<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. • 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 pages 1 & 2 of this document for specific information on references. <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 860.244.2266.</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
<p>Resume/Curriculum Vitae</p>	<ul style="list-style-type: none"> • Please upload the document in the “Upload All Documents Here” section
<p>Residence Affidavit</p>	<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

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<p>International Applicants</p>	<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>
<p>Application Fee</p>	<ul style="list-style-type: none"> • You will be required to submit a payment of \$75 at the time of submission
<p>Submission of Application</p>	<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.

Please note: The system will prompt a message that notifies you that test scores have not been submitted. Domestic applicants, please ignore this message as the School of Social Work only requires standardized test scores of International applicants. 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.

<p>Re-applying</p>	<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 959.200.3605.