Instructions for Online MSW Application

- It is essential that you review the School of Social Work website ssw.umich.edu before completing the application. Since the application form provides significant information upon which decisions for admission are based, it is important to give complete and accurate data. The School reserves the right to withdraw an application and/or revoke an offer of admission if full and accurate information is not provided to the School in a timely manner.

You may work on and view your application form from any computer with Internet access. It is not necessary to complete the whole application in one session. For your privacy, be sure to completely close out of your Web browser when you are finished with your Online MSW Application session.

The MSW application you submit will be considered “complete” once all of the following materials have been received by the Office of Student Services:

$75.00 Non-Refundable Application Fee (U.S. dollars)
The application fee must be paid online by credit card (Visa, MasterCard, and Discover are accepted).

A limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information regarding applying for an application fee grant is available by contacting the Office of Student Services at the School of Social Work via email: ssw.msw.info@umich.edu or by calling (734) 936-0961. Such assistance is reserved for cases of established economic hardship.

If you are the recipient of an application fee waiver/grant from the School of Social Work or one of the following sources: Committee on Institutional Cooperation (CIC), Florida A & M University (FAMU), McNair Scholar, Project 1000, complete the necessary information in the Getting Started section of the online application, scan the fee waiver/grant approval, and upload to the relevant section of the online application.

If you are a Returned Peace Corps Volunteer applying to the Community-Based Initiative in Detroit as a Coverdell Fellow, then your application fee will be waived. You will need to upload your Description of Service (DOS) on the appropriate page. If you do not have a DOS because you are currently serving in the Peace Corps, please ask your country director or program manager for a brief letter verifying your status as a Peace Corps Volunteer. This letter may be uploaded in place of the DOS.

Multiple Applications to the School of Social Work and other UM Departments/Schools:
Students applying to the School of Social Work who have also applied to another Department/School within the University of Michigan for the same term (e.g., School of Social Work and Business School) and paid the application fee to the other Dept./School do not need to pay another application fee with their School of Social Work application. Indicate this in the Getting Started section of the online MSW application. You will be permitted to submit your MSW application without a fee. If we are unable to verify payment of the fee to the other Dept./School for the same term, the processing of your application will be delayed until either verification is received or you submit a check/money order to the School of Social Work for payment of the application fee.

NOTE: This is the School of Social Work application fee policy. Other departments/schools/colleges within the University may have different policies.

MSW Application
All information must be provided in the relevant spaces on the application form and all pages of the online application must be completed. If more space is needed for educational or work experience, or if you have
additional information you would like to add, use the “Additional Information” page which is part of the MSW application form. Use the same format as on the relevant sections of the application form.

Each application page will validate, requiring you to complete any missing fields or correct incompatible data as necessary. You may choose to postpone validation to allow forward and backward movement through the application; validation then will occur just prior to submitting your application.

**NOTE:** Your resume cannot be used as a substitute for completion of items on the application form. Submission of the online application constitutes your electronic signature.

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### Academic Transcript(s)

One academic transcript is required from each college/university you have attended, including study abroad, those at which you were enrolled for academic credit as a non-degree student, and/or credits which you transferred to another college. If you would like college courses taken while dual enrolled as a high school student reviewed for possible exemptions, as well as the liberal arts requirement, then transcripts showing courses taken, credits received, and grades must be submitted with the MSW application for review.

Upload your transcript(s) to the relevant section of the online application. Scanned student copies or unofficial transcripts are accepted; however, self-reported or advising transcripts are NOT accepted. If you attended the University of Michigan–Ann Arbor, then you do NOT need to upload your University of Michigan–Ann Arbor transcript; however, any and all other transcripts must be submitted. If you choose not to upload your unofficial transcripts, please note that transcripts may be sent via email to msw.transcripts@umich.edu or mailed to the Office of Student Services; however, uploaded copies are preferred.

Uploaded transcripts must show your name, the name of the institution, dates of attendance, and grades received for each course taken in all terms attended. Degree information including the degree conferred and the date of conferral, if applicable, must appear on the transcript or on a separate degree document (diploma). If degree information is on a separate degree document, create one PDF for each college/university that contains both your transcript and degree document.

Include a copy of the transcript key or interpretation guide, which either appears on the back of the transcript or in a separate document. If your educational documentation is not in English, please also provide a certified English translation. The translation should be literal and not interpretive.

If you have multiple pages and/or documents for a college/university (transcript, degree, transcript key or guide), please create one multi-page PDF for each college/university that contains all pages and/or documents for that college/university.

Please note that if admitted to the School of Social Work you will be required to provide official copies of all transcripts and required educational documents. The School of Social Work reserves the right to revoke an offer of admission if any discrepancies are found between your uploaded unofficial transcripts/educational documents and official transcripts/educational documents that are submitted or if full and accurate information is not provided to the School in a timely manner.

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### Recommendations

Three recommendations are required. We suggest you submit recommendations from persons who have been directly responsible for assessing your human service related work/volunteer experience and academic performance. Applicants who wish to substitute one or more career center references for our recommendation forms may do so. However, the School prefers that applicants utilize the School of Social Work recommendation forms. We strongly encourage applicants to utilize the online recommendation system available through the online MSW application to allow recommenders to submit their recommendations online. All three required recommenders, along with their relevant information, must be listed in the recommenders section of the application.
On the Letters of Recommendation page of the MSW application, indicate that you would like to use the online recommendation system and click the “Submit Recommendation Request” for each recommender, which will prompt a recommendation request email and information on how to submit an online recommendation to be sent. You will have the ability to track the status of your online recommendations.

If you or your recommenders opt to submit a hard copy (paper) recommendation, you must send your recommender(s) a recommendation form instructing them to return the completed recommendation to you in a sealed envelope, with the recommender’s signature across the seal. You then need to include the signed, unopened envelopes in your supporting documents packet to mail to the School of Social Work. Or, the recommender may mail the recommendation directly to the Office of Student Services, still signing across the seal.

**NOTE:** Individuals applying under the [Provisions for Non-Baccalaureate Degree Applicants](#) should refer to that section for additional instructions regarding recommendations.

### Supplementary Statement

This statement must be submitted with the application for admission and can be uploaded to the relevant section (page) of the online application. Provide one double-spaced three (3) page statement (12 pt.) that addresses all four of the following topics:

1) Describe a social problem. Assuming you have the power and resources at your disposal, what would you recommend for intervention and/or social change to address the social problem?

2) Describe how your personal and intellectual qualifications, past human service experience and/or future goals are relevant to assisting the most economically and socially disadvantaged groups in our society. Please use specific examples.

3) How will your chosen practice method concentration and practice area help you reach your personal and professional goals?

4) The NASW Code of Ethics includes the following statement:

   "Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients’ capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession." ([socialworkers.org/pubs/code/default.asp](socialworkers.org/pubs/code/default.asp))

   Discuss how your personal values and beliefs are or are not compatible with this professional standard. How will you reconcile any conflicts between your personal values and the requirement of the profession?

In preparing your statement, we recommend that you also review the Criteria for Admission.

### Admissions Conduct

Answer the admissions conduct questions on the application. You must include an explanation in the appropriate area if you answered "yes" to either question. Upload relevant documents in the Additional Information section. Note that an affirmative answer to either question does not necessarily negatively affect your application. The School welcomes your application and encourages you to contact the Office of Student Services with any questions.

Following submission of the MSW application, if actions cause a change in answer to either conduct question, you are responsible for informing the School. Failure to inform the School may cause a withdrawal of your application or revocation of admission.

### Resume

Upload your resume to the relevant section (page) of the online application.
Financial Aid Application for Grants/Scholarships from School of Social Work Resources (optional)
This form is required for merit- and/or need-based aid consideration. If you indicate on your online MSW application that you will apply for financial aid, this form will be added to the end of the MSW application.
You must also submit the Free Application for Federal Student Aid (FAFSA) for need-based aid consideration.

School of Social Work Special Programs Application (optional)
Separate application required for special program consideration. Special program application(s) pages will be added to the end of your MSW application if you indicate your plan to apply on the Financial Assistance page of the online application and select any of the special programs (Child Welfare Scholarship, Detroit Clinical Scholars, Coverdell Fellows, Community-Based Initiative in Detroit, Geriatric Scholarship, Global Activities Scholars, Integrated Health Scholarship, Jewish Communal Leadership, National Community Scholars).

Peace Corps Master’s International (optional)
If you are interested in pursuing a Peace Corps Master’s International, please select one of the Peace Corps Master’s International curriculum schedules. For detailed information, click on the link provided.

School of Social Work Graduate Student Staff Assistant Application (optional)
Please visit the Graduate Assistantships webpage for information on applying for one of these positions.

Additional Information/Required Materials for Some Applicants

**Part-Time/Extended Degree Curriculum Schedule**
Part-Time/Extended Degree applicants must also submit a separate, brief written statement describing their reason(s) for applying for this schedule. This statement must include a plan for enrolling on a full-time basis for a minimum of two terms to complete degree requirements. You may use the “Additional Information” section of the online application to type in or upload your Extended Degree statement. Review the Extended Degree Curriculum Schedule option for more information.

**Transfer students from another MSW program**
Students currently or previously enrolled in another accredited masters level social work degree program who are seeking admission as a transfer student are required to submit additional materials.

1. A brief written statement describing the reasons why they are requesting a transfer.
2. A copy of their practicum/field work evaluation(s), if applicable.
3. A recommendation from the applicant's current/former MSW program faculty advisor addressing their academic standing.

**International Applicants**
International applicants are those persons who are not U.S. citizens or Permanent Residents of the United States. For important information on additional requirements for international applicants, review the International Applicants section of our website.

**Provision for Non-Baccalaureate Degree Applicants**
Admission to the MSW degree program is possible for a maximum of ten persons per academic year who do not hold baccalaureate degrees. The goal of this provision is to provide an opportunity for individuals with extensive, successful social work experience to obtain the MSW degree without first obtaining a bachelor's degree. Review Non-Baccalaureate Degree Applicants for more information. At least one month prior to submitting an application, persons applying under this provision must plan to submit requested documents.

**Reapplication**
If you are a previous MSW applicant or previous MSW student at the University of Michigan who did not complete the degree program, review the section on Reapplication for information on reapplying to the MSW program.

**Interviews**
Interviews are not required of all applicants. Some applicants, however, may be requested to schedule an interview regarding their application to the MSW Program. Applicants may also request to meet with admissions counselors.
No admissions tests (e.g., GRE, GMAT) are required for admission to the MSW degree program.

NOTE: If there are gaps or deficiencies in your academic record, including incomplete grades or withdrawals from courses, please address these in the Additional Information section of the application.

The School of Social Work promotes a self-managed application process. The applicant is responsible for the timely submission of all required materials according to stated deadline dates. If supplementary documents cannot be submitted online, please mail to:

Office of Student Services  
University of Michigan School of Social Work  
1080 South University Avenue, Room 1748  
Ann Arbor, MI 48109-1106  
ssw.msw.info@umich.edu

E-Transcripts may be sent to:  
msw.transcripts@umich.edu

DO NOT SEND DUPLICATE HARD COPIES of materials that have been submitted online.

IMPORTANT:

▪ Print out and/or save a copy of your application for your records.
▪ Save copies of all uploaded documents. These will not be available to you after submission of your application.
▪ Faxed copies of supporting documents will not be accepted without prior approval.
▪ Failure to complete application procedures in their entirety will delay processing of your application. Incomplete applications will not move forward in the application review process.
▪ The School reserves the right to withdraw an application and/or revoke an offer of admission if full and accurate information is not provided to the School in a timely manner.

Questions? Contact the Office of Student Services at 734-936-0961 or email: ssw.msw.info@umich.edu

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