

## Instructions for Online MSW Application

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

- **\$65.00 non-refundable application fee (U.S. dollars).** The application fee must be paid online by credit card. Visa, MasterCard, and Discover are the accepted credit cards.

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](mailto: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.

### **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. If you have submitted an application to the other Dept./School **and** paid an application fee to that Dept./School for the **same term**, 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, 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.

**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.

- **One official 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.** All transcripts must bear the official seal and signature of the institution attended. You must request these transcripts directly from the Registrar or appropriate officer of each institution. Transcripts must be in original, sealed, signed envelopes from the Registrar’s Office. If your school uses an official e-transcript service, an electronic

transcript may be sent in lieu of a hard copy. However, e-transcripts **must** be sent directly to the School of Social Work at [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu) via the official e-transcript service.

**NOTE:** A transcript with the notation "issued to student" is acceptable if submitted in the appropriate sealed, signed envelope. If your institution will not provide an official transcript directly to you, it may be sent directly to the School of Social Work. It is your responsibility to make sure that the required transcripts reach our office in a timely manner. Admission determinations include a grade point average calculation utilizing official transcripts. Applicants who have completed academic work abroad are required to submit official academic transcripts (records) issued by the academic institution(s) they attended, which include all coursework enrolled in, credits received, and grades received. If a degree was granted by a foreign institution, a certified true copy of the diploma will also be required if the degree and date conferred is not posted on the academic transcript. Documents must bear the original signature/stamp of the registrar and the seal of the issuing institution. Credentials, if not in English, must be accompanied by English translations certified by the institution issuing the official credentials.

- **Three supporting recommendations.** 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 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. If you opt to use the online recommendation system, each recommender that you indicate you would like to use the online recommendation system will then receive a recommendation request email and information on how to submit an online recommendation. 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.

**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." ([www.socialworkers.org/pubs/code/default.asp](http://www.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 Form.** 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.
- **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.
- **School of Social Work Special Programs Application** (optional). Separate application required for specific program consideration. Special programs application(s) pages will be added to the MSW application if you indicate your plan to apply on the Financial Assistance page of the online application.

[Child Welfare Scholarship Program](#)

[Clinical Scholars Program](#)

[Community-Based Initiative in Detroit](#)

[Geriatric Scholarship Program](#)

[Global Activities Scholars Program](#)

[Integrated Health Scholarship Program](#)

[Jewish Communal Leadership Program](#)

[National Community Scholars Program](#)

- **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 above.
- **School of Social Work Graduate Student Staff Assistant Application (optional)**

**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 of the required materials that **cannot** be submitted online (i.e., official transcripts and/or hard copy recommendations). These materials may be collected by the applicant and submitted as one packet to the School of Social Work, which ensures a timelier processing/matching of supporting materials to your online application. When this is not possible, materials may be sent separately. **All materials must be submitted according to stated deadline dates. Be sure to affix sufficient postage and mail to:**

Office of Student Services  
University of Michigan  
School of Social Work  
1080 South University Avenue, Room 1748  
Ann Arbor, MI 48109-1106

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

**IMPORTANT:**

- ✦ Print out a copy of your application for your records.
- ✦ Fax 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.

### **Additional Information/Required Materials for Some Applicants**

#### **Applicants applying for 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.

#### **Applicants applying as 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 the section on [Non-Baccalaureate Degree Applicants](#) for more information. **At least one month prior to submitting an application**, persons applying under this provision must review the "[Special Instructions/Forms for Persons Applying Under the Provisions for Non-Baccalaureate Degree Applicants](#)" and plan to submit any 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 additional 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.

**Questions?** Contact the Office of Student Services at 734-936-0961 or email: [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu)