



Instructions for MSW Application

- ✦ **It is essential that you review these instructions in their entirety, as well as review the School of Social Work (SSW) 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 MSW Application session.

No admissions tests (e.g., GRE, GMAT) are required for admission to the MSW degree program.

The MSW application you submit will be considered “complete” once **all** of the following materials have been received by the Office of Student Services and Enrollment Management (OSS). Your MSW application must be complete to meet any intended deadline.

\$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) at the time of application submission.

A limited number of application fee grants are available through the School of Social Work for **U.S. Citizens, Permanent Residents of the U.S., and DACAmented** individuals who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee may be required. Further information regarding applying for an application fee grant is available by contacting the School of Social Work via email at ssw.msw.info@umich.edu. 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: Big Ten Academic Alliance (BTAA), Florida A & M University (FAMU), McNair Scholar, Project 1000, LSAMP, complete the necessary information in the **Getting Started** section of the application, scan or take a snapshot of the fee waiver/grant approval, and upload to the relevant section of your application.

If you are a **Returned Peace Corps Volunteer**, or have served at least 12 months in either the Peace Corps Response or Global Health Service Partnership programs, and are applying for a Coverdell Fellows Scholarship, then your application fee will be waived. You will need to apply to the Coverdell Fellows Scholarship as a part of your MSW application and 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.

Applications to Both the On-Campus MSW and Online MSW Programs:

Students applying to both the School of Social Work On-Campus MSW program and Online MSW program for the same academic year must submit a separate MSW application to each program. You will only need to pay one application fee. Indicate this in the **Getting Started** section of the MSW application. You may submit your second MSW program application (for a different program – Online or On Campus – and the same academic year) without a fee. If we are unable to verify payment of the fee for your first MSW program application for the same academic year, the processing of your application to the second program will be delayed until either verification of payment is received or you submit a check/money order to the School of Social Work for payment of the application fee.

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 MSW application. You may 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

Complete information must be provided in the relevant spaces on the application form and all pages of the application must be completed. If you have additional information you would like to add, use the “Additional Information” page which is part of the MSW application. 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 once you click to submit your application.

Submission of the application constitutes your electronic signature.

Applications to Both the On-Campus MSW and Online MSW Programs:

- Only one set of transcripts is required. Do not upload duplicate copies of transcripts to your second application, as they should have already been provided with your first application.
- You may list the same recommenders on both applications. Please answer “No” to using the online recommendation system for each recommender on your second MSW application if you are using the same recommenders from your first MSW application.
- You may upload the same supplementary statement to both applications.

Academic Transcript(s)

One academic transcript is required from each college/university where **a) you have received or will receive a degree, b) you took courses that will go toward meeting our liberal arts requirement, c) you took possible transfer credit, and d) you took graduate coursework. If you are currently enrolled, you must include a transcript showing coursework completed to date.**

Transcript(s) must show all completed and/or in-progress coursework. If you would like college courses taken while dual enrolled as a high school student or taken at an institution where you did not receive a degree reviewed for possible transfer credit, exemptions and/or 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 MSW application. Scanned student copies or unofficial transcripts are accepted for application review; 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. If you choose not to upload your unofficial transcripts, please note that transcripts may be sent via email to msw.transcripts@umich.edu.

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 an official copy of any transcripts and required educational documents where 1) a degree was received, 2) courses were taken for possible transfer credit, and 3) where graduate coursework was completed or is in progress. Official transcripts must be sent directly by the issuing school or school's official e-transcript service to msw.transcripts@umich.edu. Students eligible for Advanced Standing may be required to provide official transcripts from all other institutions where coursework was taken within the last 60-credit hours of completed BSW coursework. 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.

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.

Recommendations are classified as professional when they are submitted from individuals who have formally supervised an applicant's human service experience (ex. internship supervisor, job supervisor, volunteer manager). Academic recommendations typically come from professors, advisors, graduate student instructors, or others in a position to formally evaluate past academic performance. Applicants can determine if they would like to submit more academic or professional recommendations. While not as strong, academics may submit a personal recommendation. Examples of personal recommendations include work colleagues, supervisor of a non-human service position, friend/acquaintance, etc. It is recommended that applicants submit at least two recommendations that would be classified as academic or professional in nature.

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 MSW application to allow recommenders to submit their recommendations online.** You are required to list all three recommenders, along with their relevant information, in the Letters of Recommendation 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 recommender opt to email a [PDF of the recommendation form](#), you must complete the top portion of the recommender form and email the form to your recommender. The recommender must email their recommendation directly to msw.recommendations@umich.edu. If choosing the email option, note that the recommender's email address must exactly match the email address listed for them on your MSW application.

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

Supplementary Statement

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

1. Discuss an issue in the field of social work that you would like to address in your career. What skills and knowledge would you like to obtain in the MSW program to support your career objectives?
2. Describe how your education and past human service experience have prepared you to serve individuals, communities, and/or organizations in your field placement as an MSW student.
3. The [School of Social Work's Mission & Vision](#) and the [National Association of Social Workers \(NASW\) Code of Ethics](#) are intended to serve as a guide and expectation to promote ethical social work practice. After reviewing the School of Social Work's Mission & Vision and the NASW Code of Ethics, describe the specific steps you will take to improve the lives of people and communities.

In preparing your statement, we recommend that you also review the [Criteria for Admission](#).

Resume

Upload your resume to the relevant section (page) of the MSW application. You must review the [Resume Guide](#) prior to uploading your resume to your MSW application.

Financial Aid Application for Grants/Scholarships from SSW Resources (*optional*)

This form is required for merit- and/or need-based aid consideration. If you indicate on your MSW application that you will apply for financial aid, this form will be added to the end of the MSW application.

You are required to submit the [Free Application for Federal Student Aid](#) (FAFSA) for need-based aid consideration.

Note: most grant/scholarship aid provided by the School is need-based aid.

SSW Special Programs Application (*optional*)

A separate application is 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 MSW application and select any of the [special programs](#).

Visit the [special programs webpage](#) and click on each program listed for detailed information, as well as program (On Campus or Online MSW), academic load (full-time or part-time), and other application requirements. Note that financial need will be considered for most programs.

Masters International Volunteer Program (*optional*)

The Masters International Volunteer Program offers students the opportunity to incorporate 27 months of Peace Corps service into their MSW program. If you are interested in pursuing the [Masters International Volunteer Program](#), please select one of the Masters International curriculum schedules. For detailed information, click on the link provided.

Additional Information/Required Materials for Some Applicants

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.

English Proficiency

Applicants whose native language is not English must demonstrate [English proficiency](#).

If you are bilingual or polylingual and English is one of your primary languages, please select 'English' in the 'Native Language' field and enter your additional primary languages in the Language Proficiencies section, which will appear later in the MSW application.

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.

Undocumented or DACAmented Applicants

Review information at ssw.umich.edu/admissions/msw/apply/daca

Social Work Essentials/ MasterTrack MSW

Review Social Work Essentials/ MasterTrack MSW information at ssw.umich.edu/programs/msw/mastertrack

Online MSW Program

Review Online MSW Program criteria and details at ssw.umich.edu/programs/msw/online

Part-Time

Review the [MSW Part-Time Options](#) webpage for more information.

U-M Community Action and Social Change & Social Work / UM-Dearborn Human Services & Social Work / U-M Sociology & Social Work Juniors

University of Michigan juniors applying to the U-M Community Action and Social Change & Social Work (CASC/MSW), UM-Dearborn Human Services & Social Work, or U-M Sociology & Social Work programs must upload a [verification form](#) or letter from an undergraduate CASC minor, U-M Sociology submajor or Dearborn Human Services advisor at your school confirming that you are eligible for this curriculum schedule.

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 and review the [Transfer Applicant webpage](#).

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.
4. Transcripts showing potential transfer credit coursework.
5. Review the [Transfer Applicant webpage](#).

Provision for Non-Baccalaureate Degree (NAB) 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 MSW application**, persons applying under this provision must review NAB information and 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, you must review the [Re-Application section](#) for reapplication eligibility, as well as other 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. Review the [MSW Admission Interview Information section](#).

Conduct Policy

In the interest of a fair and inclusive admissions process, the School of Social Work does not ask MSW applicants to disclose felony charges or convictions. We strongly support applications from all interested prospective students. The School endeavors to be transparent regarding challenges that social work students and alumni with criminal

convictions have experienced related to field education and licensing. Please review additional information regarding this issue on the [Felony Disclosure & Criminal History Information webpage](#).

MSW students are required to complete a Conduct Disclosure Form as a condition of enrollment if they have any felony convictions in the past 10 years or pending felony charges. The School requires disclosure of criminal background in order to evaluate and enable your successful completion of the field placement requirement of your degree and continued success in the social work profession. Students will be asked to disclose other criminal history at the time of field application in order to assign students to the appropriate field placement as some field sites have a zero tolerance policy for accepting students with any criminal convictions.

MSW students are required to complete a Conduct Disclosure Form as a condition of enrollment if they have been expelled, suspended, or placed on probation by any secondary school or college attended within the past 10 years, for reason of academic dishonesty or because of an offense that harmed or had the potential to harm others.

Submission of Application Documents

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 you are unable to upload supporting documents to your MSW application, please send electronically to:

➡ ssw.msw.info@umich.edu

E-Transcripts may be sent to:

➡ msw.transcripts@umich.edu

Recommendations may be sent directly by the recommender to:

➡ msw.recommendations@umich.edu

DO NOT SEND DUPLICATE COPIES of materials.

IMPORTANT:

- ✦ Save a copy of your application and supporting documents for your records.
- ✦ Save copies of all uploaded documents. These will not be available to you after submission of your application.
- ✦ Your application must be submitted and complete with all required supporting documents by the application deadline. 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 & Enrollment Management at

ssw.msw.info@umich.edu

(734) 936-0961