

Send **ALL** application materials to Graduate Admissions by email (preferred): [gradadm@louisville.edu](mailto:gradadm@louisville.edu), or by mail:

Graduate Admissions  
University of Louisville  
Louisville, KY 40292

An application is not complete until the Graduate Admissions Office receives the following documentation:

**Post Graduate Pre-Registration Form**

- Complete [HERE](#)
- Student will indicate if CEUs will be requested for coursework completed. (Fee may apply)
- Continuing Education Units are approved by the Kentucky Board of Social Work.

**Online application at [uofl.me/grad-admission](http://uofl.me/grad-admission)**

- Apply as a non-degree seeking, post master's student.
- \$65 non-refundable application fee. For information on application fee waiver eligibility criteria, please contact the Graduate Admissions Office at (502) 852-6495.

**Official transcripts from all degree granting institutions**

- Transcripts must be OFFICIAL. Faxed transcripts cannot be accepted.
- Graduate degree must be from a regionally accredited college/university. You can check your school's accreditation here: [www.chea.org/search](http://www.chea.org/search). Have transcript sent directly to UofL Graduate Admissions.
- **UofL transcripts are provided automatically.**

**Statement**

This statement should be double-spaced, in 12pt Times New Roman font, and address all parts of the prompt.

- Please submit a statement articulating your experiences with children and families and your career goals relevant to the completion of the specialization.

**Two (2) Letters of Recommendation**

Recommendation should be submitted by someone who is familiar with your work with children and can assess your potential to successfully complete the School Social Work Specialization. **(Need actual letters, not UL Recommendation forms.)**

**Submit Resume**

- Include all current/past employment, volunteer and internship experience.

**Curriculum Planning Sheet**

- Attached

**Signed Technology Agreement**

- Attached

**Signed Admissions Agreement**

- Attached

**Signed Education Ethics Statement**

- Attached

**Certification Application Procedures (if eligible)** Check Eligibility [HERE](#)

- Go to EPSB website ([www.kyepsb.net](http://www.kyepsb.net)) and follow instructions for How do I...apply for a new certificate.
- Send your CA-1, all official transcripts for each degree granting institution, and your completed curriculum planning sheet to Andy Frey at University of Louisville, Kent School of Social Work, Louisville, KY 40292.
- If you are a post master's applicant, have your employer (Local Education Agency) upload documentation of employment status.