MSSW ONLINE APPLICATION CHECKLIST
Kent School of Social Work University of Louisville

Send all application documents to: gradadm@louisville.edu **or** **502-852-3101**

Graduate Admissions
University of Louisville
Louisville, KY 40292

A complete application includes:

_____**Completed online application:** http://louisville.edu/graduate Please note in the "Comments" section on the last page of the online application if: you are applying to the **MSSW ONLINE PROGRAM**.

_____**$60 non-refundable application processing fee:** It is suggested that you apply on-line at the above website and pay your application fee with a credit card. Be sure to mark that you want to be an online student. In answering question 15 check the box and in the Comments sections, type in that you are applying for the Kent School of Social Work Online Program. If you submit the hard copy application, attach a personal check, money order or cashier's check (U.S. dollars) payable to the University of Louisville to your completed application. Note: Paying your application fee with a check will delay the process for 8 days. Recipients of certain government assistance programs may be eligible to waive this fee. For details, go to: http://louisville.edu/admissions/apply/fee

_____**Transcripts:** An "official final" academic transcript (or "official current," if currently enrolled AFTER Fall grades have posted) is required from each college/university you have attended including 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 office of each institution and ask that they send them directly to Graduate Admissions at U of L. **U of L transcripts are provided automatically for U of L graduates.** Applicants with a cumulative grade point average of less than 2.75 are required to submit an acceptable score on the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE). Information and dates of MAT and GRE tests are available at http://louisville.edu/testing **The School of Interdisciplinary and Graduate Studies' standards require a minimum cumulative G.P.A. of 2.5, therefore students applying to the Kent School with a G.P.A. of 2.5 or less will rarely be considered.

_____**Personal statement:** Each applicant is required to add the following statement to the beginning of their personal statement accompanied by the applicant's signature (typing your name is an acceptable electronic signature) and date of the signature:

> **Academic dishonesty is prohibited at the University of Louisville. In keeping with this policy, I certify the material contained in this application is solely my work and that I have neither cheated nor plagiarized in its creation.**

_____

Applicant's Signature **Date signed**

Submit a carefully written 700-1,000 word personal statement (double-spaced typewritten pages-12 pt.) that addresses the following four topics:

1. Describe a social problem or program strategy that is of greatest interest to you.
2. Describe your commitment to engage in social work roles that involve social welfare institutions and systems most likely to have an effect on major social problems.
3. Describe in detail how you would ensure that your work is relevant to the most economically and socially disadvantaged groups in our society.
4. Describe the intellectual and personal qualifications that will enable you to practice social work successfully.

_____**Rationale for Online program Addendum to personal statement:**

1. Please describe the factors that played a significant role in your decision to apply to the Online MSSW program in approximately 500 words. In your description, please include 1) a discussion of the most appealing aspects of the Online program, 2) concerns you have related to participation in the Online program and 3) any personal attributes that will help you succeed in an online learning environment.

2. If there are gaps or deficiencies in your academic record or if you have ever had an academic review, please explain (recommended for all applicants with a GPA of 3.0 or less).

The personal statement and any accompanying addenda may be emailed to** gradadm@louisville.edu **as an attachment after you have submitted your online application (recommended).

_____ **Release and Waiver:** Applicants are required to submit the following release and waiver which authorizes the release of academic records. *Please add this completed Release and Waiver to the bottom of your Personal Statement.*

RELEASE and WAIVER for Admission to the Kent School of Social Work

I, __(print name)_____, having made application for admission to the University of Louisville Kent School of Social Work (hereinafter University), hereby authorize the University to obtain any information and records available pertaining to, and in any manner related to, my enrollment at __(list prior colleges)_____(hereinafter Institution). This release includes copies of any education records including, but not limited to, academic, attendance, personal history and disciplinary records. I further authorize the University to contact any employees of the Institution to obtain verbal and written information concerning me. I hereby release the University and the Institution including any of their officers, directors, trustees or employees, individually and collectively, from any and all liability for damage of any nature whatsoever and of whatever kind which may at any time result to me, my heirs or assigns because of compliance with this authorization. A copy of this RELEASE and WAIVER shall be honored as an original.

_____ *Signature*

_(list prior college ID's)_____ *Student ID# at Institution* _____ *Date*

_____**Ethical Standards of Behavior Agreement:** Please review, complete and sign the Kent School's Ethical Standards of Behavior statement at this link here and submit to Graduate Admissions with your Personal Statement: http://louisville.edu/kent/students/ethicalstandards.docx

_____**Resume**: Please include current/past employment as well as volunteer and service roles served. This can be emailed to gradadm@louisville.edu after you have submitted your online application.

_____**Letters of recommendation:** Three letters of recommendation are required. Printable recommendation forms are available online at http://graduate.louisville.edu/admissions/grad-rec.pdf . *OR you can select the "online" option when completing your online graduate school application to have this form sent to your recommender electronically (recommended). Applicants are required to submit at least 1 academic recommendation. If the applicant has not enrolled in classes within the past 5 years, this requirement may be waived and an additional professional reference should be substituted. Evaluations should be submitted from persons who have been directly responsible for supervising your human service related work/volunteer experience and academic performance. Avoid personal references (co-workers, mentors, advisers, friends, clergy, personal therapists, etc). **Applicants who wish to be considered for 30 hour Advanced Standing program must submit their BSW Practicum Evaluation and 1 of their 3 letters of recommendation must be from their Director of Field Education.** The School reserves the right to request additional supportive material from persons acquainted with the applicant's academic and/or practice capabilities.

_____ **Technology Agreement:** Please complete Kent School's Technology Agreement here: https://louisville.edu/online/master-of-science-in-social-work/MSSWTechnologyAgreement.pdf and submit to School of Interdisciplinary and Graduate Studies by emailing it to gradadm@louisville.edu

_____ **Personal Commitment Contract & Synchronous Class Acknowledgement:** Please complete Kent School's personal commitment contract here: http://louisville.edu/online/master-of-science-in-social-work/PersonalCommitmentContract.pdf and email it to the School of Interdisciplinary and Graduate Studies (SIGS) at gradadm@louisville.edu.

____**Practicum Accommodations**

Applicants living abroad: Applicants who live outside of the U.S will need to consult with Kent's Director of Field Education, Martha Fuller, in advance of applying to the MSSW program to ensure the feasibility of meeting practicum placement requirements in accordance with CSWE policies at Martha.A.Fuller@louisville.edu

Reasonable Accommodations:

For other accommodations that may be needed to successfully complete practicum, the applicant should consult with Martha Fuller, our Director of Field Education, in advance of applying to the MSSW program at Martha.A.Fuller@louisville.edu The focus of the consultation will be to assess the likelihood of obtaining and successfully completing a practicum given the applicant's unique accommodations. Successful completion of 900 hours

in practicum is a required component of obtaining the MSSW degree. Requests will be considered on a case by case basis and may require referral to and consultation/collaboration with the UL's Disability Resource Center.

_____**TOEFL:** International students for whom English is not their primary language must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL examination **or** by successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville **or** by demonstration of a degree award from an acceptable English language institution. A score of 550 on the paper-based TOEFL or a score of 213 on the computer-based TOEFL or 79-80 on Internet-based TOEFL is required. Scores must be submitted before a decision will be made on an application. A test link to the TOEFL is available at http://louisville.edu/student/services/testing/index.html. A minimum score of 6.5 is required if taking the International English Language Testing System (IELTS). More information at www.ielts.org

_____**International applicants:** International applicants may be required to have their transcripts evaluated by a credential evaluation service in the U.S. Two possible services include World Education Services, Inc., at http://www.wes.org and Educational Credential Evaluators at http://www.ece.org . Applicants may be required to participate in a brief telephone interview as part of the admission process. When completing the I-20, students should note that they will be placed in a practicum as part of their education. Admitted students should contact UL's International Center to determine if any other immigration documentation is necessary to begin the practicum.

Please Note: the Admissions Committee reserves the right to interview any applicant at their discretion.

Admission materials can be sent all at once to Graduate Admissions or one at a time as they become available or are complete. Applications will be reviewed by the Admissions Committee only when complete.