

Send **ALL** application materials to Graduate Admissions by email (preferred): gradadm@louisville.edu, or by mail to: Graduate Admissions, University of Louisville, Louisville, KY 40292

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

Completed online application at uofl.me/grad-admission

- \$65 non-refundable application fee. For information on application fee waiver eligibility criteria, please contact the Graduate Admissions Office at (502) 852-6495.
- List a minimum of three (3) recommender's names and email addresses in section VII (seven) of the application that meet the criteria listed below.

Official transcript(s) from any and all colleges and universities ever attended

- Transcripts must be OFFICIAL. Faxed transcripts cannot be accepted.
- Have transcripts sent directly to UofL Graduate Admissions.
- UofL transcripts are provided automatically.

Three (3) Recommendation Forms

List email addresses of three (3) recommenders in Section VII (seven) of the graduate application. Recommendation forms will be emailed automatically to the recommenders after the application fee is paid or waived.

- The printable "Letter of Evaluation (PDF)" form is available at uofl.me/grad-admission.

Requirements for acceptable recommenders:

- One recommendation form must be from a former professor. Applicants who have not been enrolled in classes within the past two (2) years must substitute a professional reference.
- Recommendation forms must be submitted from persons who have been directly responsible for supervising your human service related work/volunteer experience, other professional experience or academic performance.
- **Personal recommendations will not be accepted.** These include co-workers, mentors, advisers, friends, clergy, personal therapists, etc.

Kent School reserves the right to request additional supportive material from persons acquainted with the applicant's academic and/or practice capabilities.

Admissions Essay - citing sources is **highly recommended to demonstrate graduate level writing abilities.** This essay should be two (2) pages double-spaced, in 12pt Times New Roman font, and address all parts of the prompt.

- Write about a systemic/institutionally racist practice used in society. What ways can a social worker combat this practice? Use your knowledge of human/civil rights and cultural diversity to support your answer.

For Advanced Standing Students (30 hr) applying to a specialization: Write an additional, separate 2-3 page essay following the writing sample that discusses your interest in the specialization, past experience, need for professional development and how it will further your educational goals.

Addendum to Admissions Essay

Required for applicants with incoming GPA under 3.0

- Provide an Addendum to your essay discussing gaps or deficiencies in your academic record, or explanation of any previous academic review. Include planned strategies for maintaining the required 3.0 in Graduate School.

Resume

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

Advanced Standing Admissions (BSW Applicants Only)

- BSW degree from the last seven (7) years earned from a CSWE accredited social work program
- One of three (3) recommendation forms **MUST** be from the director of field education, practicum supervisor or practicum seminar instructor
- Copies of final practicum evaluation (or most recent evaluation if currently in a BSW program). Current UofL BSW student evaluations will be provided automatically
- Preferred cumulative GPA of at least 3.0
- Preferred Social Work GPA of at least 3.25
- **IF** applying for a specialization, include specialization essay at time of application

Kent School reserves the right to request additional supportive material from persons acquainted with the applicant's academic and/or practice capabilities.

Title IX/Clery Act Notification

In submitting my application, I acknowledge the following statement: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University- sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide: <http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

Reasonable Accommodations for Applicants with Disabilities

For other accommodations that may be needed to successfully complete practicum, the applicant should consult with Kent's Director of Field Education Lynetta Mathis at lynetta.mathis@louisville.edu, before applying to the MSSW program. The focus of the consultation is 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 an MSSW degree. Requests will be considered on a case by case basis and may require referral to and consultation/collaboration with the UofL Disability Resource Center.

Practicum Accommodations for Applicants Living Abroad

Applicants who live outside of the U.S. will need to consult with Kent's Director of Field Education Lynetta Mathis at lynetta.mathis@louisville.edu in advance of applying to the MSSW program to ensure the feasibility of meeting practicum placement requirements in accordance with CSWE policies. Only U.S. citizens living abroad will be considered for MSSW Online study at this time.

International Applicants

Important Information:

All MSSW candidates who completed their undergraduate degrees outside the U.S. are required to have their transcripts evaluated by the credential evaluation service World Education Services, Inc., at <http://www.wes.org> or Educational Credential Evaluators at <http://www.ece.org>.

- Any candidate may be required to participate in a brief telephone interview as part of the admission process.
- Candidates who are required to complete an I-20 form should note that they will be placed in a practicum program as part of their education.
- After candidates are admitted to the campus program, they must contact UofL's International Center to determine if any other immigration documentation is necessary to begin the practicum.
- ALL candidates: If English is not the primary language:
 - Must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL examination or IELTS examination or providing an official transcript from an acceptable English language institution.
 - Minimum TOEFL scores: 550 on the paper-based exam or 213 on the computer-based exam, or 79-80 on Internet-based TOEFL is required. For more information, review the TOEFL website: <http://www.ets.org/toefl>.
 - Minimum IELTS score: 6.5. For more information, review the IELTS website: <https://www.ielts.org/>.
- For more information:
 - Campus program applicants may visit: <http://graduate.louisville.edu/admissions/international-admissions-requirements.html>.
 - Online program applicants may visit: <http://louisville.edu/online/admissions/international-students>.

MSSW Application Deadlines

Applications submitted past the deadline may be considered on a case-by-case basis.

Please contact msswkent@louisville.edu for on campus program options or online@louisville.edu for online program options.

Regular MSSW Program (60 hour)

Specialization and Online Priority: December 15th

- Applicants preferring to complete MSSW outside of Kentucky in two years

Fall Semester Priority: May 30th

- Refer to Online Priority Deadline if outside of Kentucky.

Summer Semester and Special Spring Priority: February 28th

- Applicants preferring a 2-year MSSW beginning in the SPRING (January) semester
- Refer to Online Priority Deadline if outside of Kentucky.

Spring Semester Priority: September 30th

- Spring deadline for all applicants inside and outside of Kentucky.

Advanced Standing Program (30 hour)

Specialization and Online Priority: December 15th

- Fall and Summer start term specialization applicants (campus/hybrid or online)
- Fall and Summer start term students completing full-time MSSW outside of Kentucky

Fall Semester Priority: May 30th

- Students completing their MSSW in Kentucky
- All part-time MSSW students
- Refer to Specialization and Online Priority Deadline if outside of Kentucky or applying for a specialization.

Summer Semester and Special Spring Priority Priority: February 28th

- Refer to Specialization and Online Priority Deadline if outside of Kentucky or applying for a specialization.

Spring Semester Priority: September 30th

- Spring deadline for all applicants inside and outside of Kentucky, with or without a specialization

Please Note:

The Admissions Committee reserves the right to interview any applicant at their discretion. All materials must be received by Graduate Admissions by the deadline for your preferred Curriculum Plan.

View on campus curriculum plans here: <https://louisville.edu/kent/academics/master-of-science-in-social-work>

View online curriculum plans here: <http://louisville.edu/online/programs/masters/master-of-science-in-social-work/degree-map>

MSSW Admissions Deadlines FAQ

Why are there different deadlines for online applicants inside and outside Kentucky?

The availability of field practicum placements drive these different deadlines. There are more established field placements available in the state of Kentucky, so there are more options and opportunities for Kentucky residents to secure a field placement for their first semester. Students outside of Kentucky need significantly more time to locate an appropriate placement and secure the necessary legal agreements if they wish to begin their field placement in their first semester.

I am an Advanced Standing applicant and I just started practicum. What should I do about my Field Evaluations?

If you have not yet completed at least a full semester of field practicum work, you are still eligible to apply for any available term. In this case, you will need to 1) email MSSW Admissions at msswkent@louisville.edu to let them know you are in this situation, 2) submit all MSSW Application materials except for your field evaluation and your letter of recommendation from a field representative by your deadline, and 3) submit your midterm field evaluation and letter of recommendation from a field representative as soon as you complete your midterm evaluation. The Admissions Committee understands that midterm evaluations are not the same as final evaluations and consider this when making admissions decisions.

I am not able to complete my application for my original term. Do I have to reapply for the next one?

No. All application fees and materials are valid for two years. If you miss a deadline or change your mind, you may email the MSSW Admissions team at msswkent@louisville.edu to change your application to the following spring, summer, or fall semester at no cost. Then, you can continue to work on your application toward your new deadline.

I will not complete my bachelor degree before my deadline. Do I still need to submit my transcript?

Yes. All applications must include official transcripts from all colleges and universities attended. If you are currently attending school, you will send for an official current transcript that lists all courses and grades, as well as your "in progress" courses. If admitted, you will submit an additional final transcript after your degree is conferred.

Are there any exceptions to deadlines?

Yes. All applications completed past deadlines will be considered on case-by-case bases, but we cannot guarantee all available curriculum plans or specializations after the deadline is past. Typically, the later an application is submitted after a deadline, the more limited the course plan options will be.

Exceptions to Deadlines

Applications submitted after a deadline will be considered on a case by case bases if space allows and only if the applicant is willing to choose a curriculum plan that delays practicum until the following year if needed.

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Important:

Admission materials can be sent all at once to Graduate Admissions or one at a time as they are completed.

Applications will be reviewed by the Admissions Committee only when all complete documentation is received. An admission decision is typically made 2-4 weeks after receipt of complete application packet.