

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

The MSSW Application Checklist is a guide to help prepare you for the submission of your application. The document includes requirements for applying to the Advanced Standing (30-Hour) Program and the Regular (60-Hour) Program. An application is not complete and unable to be reviewed until the Graduate Admissions Office receives the documents outlined on this checklist.

**Advanced Standing Admissions (BSW Applicants Only) MUST meet the following criteria before applying:**

- ▶ BSW degree from the last seven (7) years earned from a CSWE accredited social work program.
- ▶ Preferred cumulative GPA of at least 3.0.
- ▶ Preferred Social Work GPA of at least 3.25.
- ▶ International Applicants please refer to additional requirements outlined on page 4.

**Application Checklist:**

**Completed online application at [uofl.me/grad-admission](http://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.
- ▶ **Admissions Essay** - Under the “Education and or Life Experiences Responses” section in the online graduate application applicants must respond to the “Leadership” and “Resilience and Adaptability” prompts. Each response should be up to 300 words and fully address each prompt. Applicants should consider and address their values as it relates to their participation in academics, community, and professional social work. **Responses should reflect graduate-level writing skills.** Additionally, all degree-seeking applicants at UofL are required to submit an up to 300-word response to the “Diversity Statement” section in the graduate application. The response should reflect graduate-level writing skills.

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

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

**Two (2) Recommendation Forms**

List email addresses of two (2) recommenders in the recommendation section of the graduate application. Recommendation forms will be emailed automatically to the recommenders. One of the two (2) recommendation forms **MUST** be from the director of field education, practicum supervisor or practicum seminar instructor.

**Copy of Final Practicum Evaluation** (or most recent evaluation if currently in a BSW program).

**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.

**Important MSSW and Field Education Application Deadline Dates:**

Applications submitted past the deadline may be considered on a case-by-case basis. Please contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu) for questions about the MSSW Program and [fieldedu@louisville.edu](mailto:fieldedu@louisville.edu) for field/practicum questions.

**Application Deadline to Start the MSSW Program:**

**Summer Start (May):** April 1<sup>st</sup>  
**Fall Start (August):** July 1<sup>st</sup>  
**Spring Start (January):** October 15<sup>th</sup>

**Application Deadline to Start Field/Practicum Placement:**

**Fall/Spring Placement:** May 15<sup>th</sup> (Non-local) & June 30<sup>th</sup> (Local)  
**Spring/Summer Placement:** Sept. 15<sup>th</sup> (Non-local) & Oct. 31<sup>st</sup> (Local)

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**Regular 60-Hour Admissions: Applicants must meet the following criteria before applying:**

- ▶ Bachelor's degree in any field of study from a regionally accredited institution.
- ▶ Preferred cumulative GPA of at least 3.0.
- ▶ International Applicants please refer to additional requirements outline on page 4.

**Application Checklist:**

**Completed online application at [uofl.me/grad-admission](http://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.
- ▶ **Admissions Essay** - Under the “**Education and or Life Experiences Responses**” section in the online graduate application applicants must respond to the “**Leadership**” and “**Resilience and Adaptability**” prompts. Each response should be up to 300 words and fully address each prompt. Applicants should consider and address their values as it relates to their participation in academics, community, and professional social work. **Responses should reflect graduate-level writing skills.** Additionally, all degree-seeking applicants at UofL are required to submit an up to 300-word response to the “**Diversity Statement**” section in the graduate application. The response should reflect graduate-level writing skills.

**Official transcript(s) from 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.**

**Two (2) Recommendation Forms**

List email addresses of two (2) recommenders in the recommendation section of the graduate application. Recommendation forms will be emailed automatically to the recommenders.

**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 professional experience or academic performance.
- ▶ **Personal recommendations will not be accepted.** These include co-workers, mentors, advisers, friends, clergy, personal therapists, etc.

**Resume**

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

**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.

**Important MSSW and Field Education Application Deadline Dates:**

Applications submitted past the deadline may be considered on a case-by-case basis. Please contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu) for questions about the MSSW Program and [fieldedu@louisville.edu](mailto:fieldedu@louisville.edu) for field/practicum questions.

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**Fall/Spring Placement:** May 15<sup>th</sup> (Non-local) & June 30<sup>th</sup> (Local)  
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### **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). For more information, see the Sexual Misconduct Resource Guide: <http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

**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.**

### **Reasonable Accommodations for Applicants with Disabilities**

For other accommodations that may be needed to successfully complete practicum, the applicant should consult with the Kent School's Field Education Office at [fieldedu@louisville.edu](mailto:fieldedu@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 the Kent School's Field Education Office at [fieldedu@louisville.edu](mailto:fieldedu@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**

All MSSW applicants with transcripts that are not in English, in addition to submitting official copies of native language records, must also submit a notarized, verbatim translation in English prepared by an appropriate university or government official. The records must show both the degree granted and all coursework taken during the of study. Applicants who are submitting transcripts from outside the United States must verify their records by submitting them to one of the following organizations: World Education Services, Inc., at <http://www.wes.org>, Educational Credential Evaluators at <http://www.ece.org/>, or other National Association of Credential Evaluation Services approved evaluators found at <http://www.naces.org/members>. Any applicant may be required to participate in a brief telephone interview as part of the admission process.

- ▶ Applicants 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 applicants 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 applicants: If English is not the primary language:
  - Must show English language proficiency by demonstration of level of proficiency, specified by the problem, on the TOEFL examination ([www.toefl.org](http://www.toefl.org)), IELTS examination ([www.ielts.org](http://www.ielts.org)), Duolingo examination ([www.englishtest.duolingo.com](http://www.englishtest.duolingo.com)) or demonstration of an accredited degree awarded by an acceptable institution which uses English as the primary language of instruction. Scores must be sent to the Graduate School, Graduate Admissions directly from the testing agencies. The school code is 1838.
  - Minimum TOEFL score: 80. 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/>.
  - Minimum Duolingo score: 105. For more information, review the Duolingo website: [www.englishtest.duolingo.com](http://www.englishtest.duolingo.com).
- ▶ 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 Admissions Deadlines FAQ**

### **Why are there different deadlines for online applicants that are local and non-local?**

The availability of field practicum placements drive these different deadlines. There are more established field placements available locally, so there are more options and opportunities for local residents to secure a field placement for their first semester. Non-local students 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](mailto: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](mailto: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's 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.

### **Can I be admitted to the MSSW program if my official transcript(s) has not been received?**

Yes. Any applicant who has not met all Graduate School and Kent MSSW admissions criteria for any reason can be admitted as **provisional** status. Applicants admitted provisionally are typically missing an official transcript. The official transcript must be submitted to [gradadm@louisville.edu](mailto:gradadm@louisville.edu) to move your classification from provisional to good standing. Failure to reconcile any requirements will result in a hold on your account after the first semester preventing you from registering for future semesters. To obtain more information contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu).

### **Are there any exceptions to deadlines?**

Yes. All applications completed past deadlines will be considered on case-by-case bases, but we cannot guarantee you can register for the courses you want or will get a field/practicum placement after the deadline is past. Typically, the later an application is submitted after a deadline, the more limited core curriculum courses and field/practicum 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 courses that are open and delay field/practicum start until the following semester 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 10 working days after receipt of complete application packet.