

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 to the Regular Standing (60-Hour) Program. An application is not complete and is unable to be reviewed until the Graduate Admissions Office receives the required documents outlined on this checklist.**

**Regular Standing (60-Hour) 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 the additional requirements outlined on page 3.

**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 see the MSSW Admissions FAQ section below (pages 3-4).
- ▶ **Admissions Essays:**
  - Under the **"Education and or Life Experiences Responses"** section in the online graduate application applicants must respond to their **choice of two (2) prompts. Each response is limited to 300 words.**

**Personal Statement**

- The Kent School of Social Work and Family Science MSSW Program takes an anti-oppressive stance in educating students for careers as specialized social work practitioners who apply critical thinking skills and available evidence to inform practice that responds to complex social problems. Upload to the application, a 2-part, three (3) page double-spaced, 12-font essay with sources cited addressing the following:
  - Analyze a systemic/institutionally oppressive policy or practice and discuss the scope, the population affected, causes and consequences, as well as what social workers can do to combat the oppressive policy or practice.
  - Review the NASW Code of Ethics Preamble and Ethical Principles and discuss how your personal values and beliefs are or are not compatible with NASW values. How will you reconcile any conflicts between your personal values and the requirement of the profession? View the Code of Ethics here: [NASW](#)

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

- ▶ Transcripts must be OFFICIAL. Transcripts uploaded by the student cannot be accepted.
- ▶ Request transcripts sent directly to UofL Graduate Admissions at [gradadm@louisville.edu](mailto:gradadm@louisville.edu).
- ▶ **UofL transcripts are provided automatically.**

**Two (2) Recommendation Forms**

List the 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 for a professional reference.
- ▶ A professional reference must be submitted by 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.

**Application Addendum (Required for applicants with incoming GPA under 3.0)**

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

**Important MSSW Program Application Deadline Dates:**

The MSSW Program admits applicants year-round. Please refer to the application deadline date for the semester you want to start the program below. You are strongly encouraged to apply to the program even if you missed a deadline date, as applications submitted after the deadline may be considered on a case-by-case basis. Please contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu) with questions about the application process and deadline dates.

<b>I want to start the MSSW Program during the:</b>	<b>My application is due:</b>
Summer Semester (May)	April 1 <sup>st</sup>
Fall Semester (August)	July 1 <sup>st</sup>
Spring Semester (January)	October 15 <sup>th</sup>

**Important Information about Practicum Education and Application Deadline Dates:**

Practicum education is the signature pedagogy in social work education. You must complete a practicum placement as part of your MSSW curriculum and degree requirement. The purpose of practicum education is to provide students with ongoing opportunities to learn and apply theoretical knowledge and practice using social work methods and skills.

The Practicum Education Department has a separate process for starting your practicum placement. This process begins after you are admitted and accepted your admission to the MSSW Program. Based on when you want to begin your practicum education, please be mindful of the deadline dates listed below. Please contact the Practicum Education Department at [fieldedu@louisville.edu](mailto:fieldedu@louisville.edu) with questions.

<b>I want my first practicum placement during the:</b>	<b>My application is due:</b>
Fall-Spring Semester (August-April)	<ul style="list-style-type: none"> <li>▶ May 15<sup>th</sup> as a non-local student</li> <li>▶ June 30<sup>th</sup> as a local student</li> </ul>
Spring-Summer Semester (January-July)	<ul style="list-style-type: none"> <li>▶ September 15<sup>th</sup> as a non-local student</li> <li>▶ October 31<sup>st</sup> as a local student</li> </ul>

**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 Practicum Education Department 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 Practicum Education Department 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.

**Other Important Information and Resources:**

**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 the 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.**

### **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 drives these different deadlines. There are more established practicum placements available locally, so there are more options and opportunities for local residents to secure a practicum 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 practicum placement in their first semester.

#### **I am an Advanced Standing applicant and I just started practicum. What should I do about my Practicum/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 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).

**Am I eligible for an application fee waiver?**

Fee waivers are offered to military and veteran students, students from Historically Black Colleges and Universities (HBCUs) or Hispanic Serving Institutions (HSIs), and Kent BSW students applying to the program during their senior year. Please contact graduate admissions at [gradadm@louisville.edu](mailto:gradadm@louisville.edu) for questions regarding fee waivers if you are in the military or a veteran. If you are a Kent BSW student or a student or graduate from an HBCU or HSI, please contact MSSW Admissions at [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 passed. 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 a completed application packet.