

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

Graduate Admissions
University of Louisville
Louisville, KY 40292

This 30-hour Advanced Standing **Kent School BSW→MSSW Application Checklist is exclusive for Kent School BSW students/graduates.** Please note the application is not complete until the Graduate Admissions Office receives the following documentation:

Complete online application form 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.

One (1) Recommendation Form from Social Work Professor

List email address of one (1) current or former social work instructor on page 8 of the graduate application. Recommendation forms will be emailed after pressing "Submit Recommendation Request" button.

Recommendation Requirements:

- Must come from your current or former BSW/Social Work professor

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

Admissions Essay

- Essay should be 2 pages (excluding cover/reference pages), double-spaced, in 12pt Times New Roman font. Citing sources is highly recommended to demonstrate graduate level writing abilities
 - 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.
- **Specialization Applicants ONLY:** Write an additional, separate 2-3 page essay following the Admission Essay that discusses your interest in the specialization, past experience, need for professional development and how it will further your educational goals.

MSSW Application Deadlines: Advanced Standing

Any application submitted after any deadline will 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.

Specialization and Online Priority: December 15th

- Fall and Summer start terms
- Specialization applicants (campus/hybrid or online)
- Students completing MSSW outside of Kentucky

Fall Semester Priority: May 30th

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

Summer Semester 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

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. **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 priority deadline to secure your preferred Curriculum Plan. Applications received after priority deadlines are considered on case by case bases.

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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).

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 US 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 US 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: www.ets.org/toefl.
 - Minimum IELTS score: 6.5. For more information, review the IELTS website: 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>.