

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

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](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.
- 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.
- Undergraduate degree must be from a regionally accredited college/university. You can check your school's accreditation here: [www.chea.org/search](http://www.chea.org/search). 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 form shown as “**Letter of Evaluation (PDF)**” is available at [uofl.me/grad-admission](http://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 five (5) 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.

**Writing Sample**

Writing samples should answer **both #1 and #2 prompts separately**, be double-spaced, in 12pt Times New Roman font and have page numbers. If possible, please save your writing sample as a PDF prior to submitting.

1. Analyze a social problem and discuss the scope of the problem, populations affected, the causes and consequences of the problem, as well as strategies for addressing the problem. Please cite references and limit the essay to 1 ½ pages. Note: essays are subject to plagiarism software review.
2. The NASW Code of Ethics includes the following statement:  
*“Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients’ socially responsible self-determination. Social workers seek to enhance clients’ capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients’ interests and the broader society’s interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.”*  
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Discuss how your personal values and beliefs are or are not compatible with this professional standard. How will you reconcile any conflicts between your personal values and the requirement of the profession? Please limit this essay to 1 ½ pages.

# Kent School of Social Work MSSW Application Checklist

3. **For Advanced Standing Students (30 hr) applying to a specialization:** Write a 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.
4. **For CFT specialization applicants (on campus applicants only):** Please see additional essay requirements on the CFT section of Kent's website at [www.louisville.edu/kent](http://www.louisville.edu/kent) and email [Danette.Baker@louisville.edu](mailto:Danette.Baker@louisville.edu) with questions.



## Addendum to Writing Sample

### Required for applicants with incoming GPA under 3.0

- Provide an Addendum to your writing sample 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.



## Completed Agreements Packet

- Academic Dishonesty Statement
- Release and Waiver
- Ethical Standards of Behavior Agreement
- Personal Commitment and Synchronous Class Agreement
- Technology Agreement
- Practicum Agreement
- Title IX and Clery Act Acknowledgment
- SONIA Practicum Site Authorization

All forms must be completed and signed (electronic signature is acceptable). Agreements Packet can be found here: <http://louisville.edu/kent/admissions-1/mssw-admissions-links/agreements-and-waivers-packet>



## GRE or MAT required for applicants with incoming GPA under 2.75

Students with final GPAs under 2.75 must submit a Graduate Record Exam (GRE) or Miller Analogies Test (MAT) scores from within the last five (5) years. More information for GRE can be found at [www.ets.org/gre](http://www.ets.org/gre); MAT [http://www.pearsonassessments.com/postsecondaryeducation/graduate\\_admissions/mat.html](http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html).



## Information for applicants with incoming GPA of or under 2.5

The School of Interdisciplinary and Graduate Studies' standards require a minimum cumulative GPA of 2.5, therefore students applying to the Kent School with a GPA of 2.5 or less will rarely be considered. Contact the MSSW Program at [msswkent@louisville.edu](mailto:msswkent@louisville.edu) to discuss GPA questions/concerns.



## 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(s) or fall 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.

### **Dual Degree Applications**

#### **Available **only** for campus 60hr Standard MSSW applicants**

If you wish to apply for a dual degree you must also complete the other unit's application process. For more information, please refer to <http://louisville.edu/kent>. Dual degrees are not available to MSSW Online students or Advanced Standing students.

### **Reasonable Accommodations**

#### **Available 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](mailto: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**

#### **Available 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](mailto: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](http://www.ets.org/toefl).
  - Minimum IELTS score: 6.5. For more information, review the IELTS website: [www.ielts.org/](http://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>.

# Kent School of Social Work MSSW Application Checklist

## MSSW Application Deadlines

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

Please contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu) for on campus program options or [online@louisville.edu](mailto:online@louisville.edu) for online program options.

<b>Advanced Standing 30 hour MSSW program</b> (Only applicants who earned a BSW within the last seven years are eligible)	
<b>On-Campus Program</b>	<b>Online Program</b>
<p><b>December 15</b></p> <ul style="list-style-type: none"> <li>➤ <u>Specialization</u> applicants Summer or Fall start</li> </ul> <p><b>February 28</b></p> <ul style="list-style-type: none"> <li>➤ Summer start applicants</li> <li>➤ Specialization applicants “may” be considered on a case by case basis if space allows &amp; an appropriate practicum is available</li> </ul> <p><b>May 30</b></p> <ul style="list-style-type: none"> <li>➤ Fall start applicants</li> </ul> <p><b>September 30</b></p> <ul style="list-style-type: none"> <li>➤ Spring start</li> </ul>	<p><b>December 15</b></p> <ul style="list-style-type: none"> <li>➤ <u>Specialization</u> applicants--summer or fall start</li> <li>➤ Applicants outside Kentucky</li> </ul> <p><b>February 28</b></p> <ul style="list-style-type: none"> <li>➤ Summer start applicants</li> <li>➤ Specialization applicants “may” be considered on a case by case basis if space allows &amp; an appropriate practicum is available</li> <li>➤ Applicants outside Kentucky “may” be considered if an appropriate practicum is available</li> </ul> <p><b>May 30</b></p> <ul style="list-style-type: none"> <li>➤ Fall start applicants in state only</li> </ul> <p><b>September 30</b></p> <ul style="list-style-type: none"> <li>➤ Spring start</li> </ul>
<b>Regular 60 hour MSSW program</b>	
<b>On-Campus Program</b>	<b>Online Program</b>
<p><b>December 15</b></p> <ul style="list-style-type: none"> <li>➤ 81hr Couple and Family Therapy specialization applicants</li> </ul> <p><b>February 28</b></p> <ul style="list-style-type: none"> <li>➤ Summer start applicants</li> </ul> <p><b>May 30</b></p> <ul style="list-style-type: none"> <li>➤ Fall start applicants</li> </ul> <p><b>September 30</b></p> <ul style="list-style-type: none"> <li>➤ Spring start applicants – 2.5 year plans only at this time</li> </ul>	<p><b>December 15</b></p> <ul style="list-style-type: none"> <li>➤ Applicants outside Kentucky desiring a 2 year plan</li> </ul> <p><b>February 28</b></p> <ul style="list-style-type: none"> <li>➤ Summer start applicants</li> </ul> <p><b>May 30</b></p> <ul style="list-style-type: none"> <li>➤ Fall start applicants</li> <li>➤ Applicants outside Kentucky desiring a 3 year plan</li> </ul> <p><b>September 30</b></p> <ul style="list-style-type: none"> <li>➤ Spring start applicants – 2.5 year plans only at this time</li> </ul>

## 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](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 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 December 15<sup>th</sup> for 30-hour Advanced Standing Specializations and 81-hour MSSW-CFT** will continue to be considered as space in a specialization allows AND if an appropriate practicum site is readily available.
- **Applications submitted after May 30<sup>th</sup>** will be considered on a case by case basis if space allows and only if the applicant is willing to choose a curriculum plan that delays practicum until the following year (Plan C or D for 60-hr, and Plan EE for 30-hr; 30-hr students must also be working at a social service agency in order to execute the year-long research project).

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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 6-8 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 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>