



School of Social Work  
UNIVERSITY OF GEORGIA



# Master of Social Work *Application Packet*

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### INFORMATION SESSION FOR POTENTIAL APPLICANTS

Pre-application information sessions are held at the university in Athens and at the Gwinnett University Center in Gwinnett County in the fall of each year. These sessions will be informal and informative regarding both our full-time and extended-time (evening) programs. Students and faculty are available to talk and facilitate discussion.

Questions that you may have regarding the application process, the curriculum and enrollment in the program will be addressed. We invite you to sign up for one of these sessions. The dates for the sessions will be posted on our website, [ssw.uga.edu](http://ssw.uga.edu). For Athens sessions, please e-mail [sswadmin@uga.edu](mailto:sswadmin@uga.edu) or call 706-542-5421. You will also need to contact parking services at 706-542-7275 for parking information.

For Gwinnett sessions, please contact Ms. Trudy McAfee ([tmcafee@uga.edu](mailto:tmcafee@uga.edu)) or call 678-985-6790. See page 5 of the application packet for directions to these two locations.



## DOCUMENTS TO SUBMIT

These items should be mailed directly to the Graduate School Admissions Office:  
 UGA Graduate School 210 South Jackson Street, Athens, Georgia 30602  
 Do not send these items to the School of Social Work as this will delay your application process.

_____	Graduate School Application Form with the Application Fee. The Application web Form must be completed online at: <a href="http://www.grad.uga.edu">www.grad.uga.edu</a> (Select Admissions)
_____	The School of Social Work requires transcripts from each institution of higher education you attended, including study abroad, and also transcripts that have credits transferred. We do not require you to send the University of Georgia transcripts as these are on file. All transcripts must be sent to the Graduate School, and from there a copy will be forwarded to our department. Although the Graduate School only requires the transcript from the school you received your degree, the School of Social Work requires transcripts from each institution of higher education that you attended. Please send your transcripts to the Graduate School (210 South Jackson Street, Athens, Georgia 30602)
_____	GRE or MAT Score. Only the Verbal and the Written Analytical scores of the GRE are counted. UGA's MAT score is 1116. UGA's GRE code is 5813.

**Please note:** Despite the fact that there are recommendation forms found on the Graduate School's website, no recommendations are required by the Graduate School for MSW applicants. The SSW requires recommendations and further information about them is provided below.

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The following items should be mailed directly to:

School of Social Work  
 279 Williams St., Room 244  
 The University of Georgia  
 Athens, GA 30602

It is highly recommended that you submit the items below at the same time, in one packet.

_____	MSW Application Form. Please staple it together
_____	Narrative Statement (See suggested outline on page 16. Please remember to include your name on your narrative and staple it together).
_____	Resume (including details of your work experience in the human services and other settings; stapled).
_____	3 Recommendation Forms with accompanying letters of reference.

**Please ask your reference writers to staple their accompanying letter of recommendation to the back of the recommendation form**

To ensure that the School of Social Work receives the required 3 recommendation forms & letters, please have the forms mailed to you in a sealed envelope with the reference writer's signature across the seal and include with your other admissions materials.

## MSW APPLICATION PROCEDURES

The University of Georgia, School of Social Work  
279 Williams St., Room 244, Athens, Georgia 30602  
Telephone 1-877-535-6590 / Fax 706-354-3917

### GENERAL INFORMATION

The University of Georgia's School of Social Work is accredited by the Council on Social Work Education.

You must apply to the Graduate School and to the School of Social Work, and you must apply for the same semester of entry in both places. If you did not receive a general application packet from the Graduate School, please contact them ([www.grad.uga.edu](http://www.grad.uga.edu)).

**Full-time Program:** A two year, four semester program which admits entrants for the fall semester only. This program is held at the Athens campus primarily during the day. Attendance during the summer term is optional and does not shorten your program.

**Extended-time Program** (formerly the Part-Time MSW Program): A three year, eight semester program admitting for the fall semester. The program is held in Metropolitan Atlanta at the Gwinnett University Center. This program is designed primarily for people working full time. Special consideration is given to people working full time in the human services. The MSW curriculum is the same for extended-time and full-time students. Classes for extended-time students are scheduled in late afternoon-evenings or on weekends. Criteria and process for admission are the same for extended-time and full-time study.

**Advanced Standing Full-time:** A one-year program designed for students who already possess a BSW degree. Students are admitted fall semester. The applicant must possess a BSW from an accredited School earned within the past five years. For people who have held social work positions since graduation, the limit is ten years under certain conditions. The program is held at the Athens campus.

### APPLICATION PROCESS

#### Graduate School Materials Needed:

1. Graduate School Application form with the application fee
2. One official transcript from any institution that you attended, except the University of Georgia
3. Official GRE or MAT Test scores

Submit the above materials as soon as possible to the Graduate School Admissions Office, 210 South Jackson Street, Athens, Georgia 30602. Their website is [www.grad.uga.edu](http://www.grad.uga.edu).

**Do not submit any of the above items to the School of Social Work as this will delay the application process.**

#### School of Social Work Materials:

1. MSW Application (please staple)
2. Resume (please staple).
3. Narrative Statement (include name & staple)
4. Three Letters of Recommendation (see pages 17-22)

Submit these materials to The University of Georgia, School of Social Work, MSW Admissions, 279 Williams St. Room 244, Athens, GA 30602.

#### DEADLINES

Application deadline for all MSW programs: February 15<sup>th</sup> (Fall Admission Only). Your application must be complete with both the School of Social Work and the Graduate School by February 15<sup>th</sup>. Applications received after this date will be considered on a space-available basis.

The School of Social Work implements a modified rolling admissions policy. Consideration of applications begins in January with preference given to applications submitted by February 15<sup>th</sup>. If the deadline is approaching and your application is held up because of a missing transcript, please let us know ASAP. Review of applications and notification to applicants of decisions may continue until July 1st.

International students: Applications need to be submitted to the School of Social Work by February 1st in order to meet the university deadlines for financial assistance in a timely fashion.

#### NOTIFICATION

The application review process will begin in January. Applicants whose files are complete by that time will be notified

within sixty days after the application review process is initiated. Please do not call to inquire if you have been admitted, as we do not provide admissions decisions over the phone. You will be notified promptly by mail as soon as a decision has been made.

#### COMMUNICATION PROCESS

Once you have begun the application process with the Graduate School and have provided them with an email address, you will be able to check your SSW application status on-line through the Graduate School at [gradstatus.uga.edu](http://gradstatus.uga.edu). The School will automatically send notification when your file is complete. It is against the School's policy to give information regarding your application file to anyone but the applicant, and the information will not be given over the telephone.

## FUNDING

The School of Social Work awards graduate assistantships to selected MSW students. The deadline to submit this online application is **February 15, 2017**, for full-time applicants. Early applications are encouraged.

## GRE

A minimum score of 400 on the verbal portion of the test and 3.5 on the written analytical part of the test is suggested. These scores are a guide in admissions decisions, not an absolute. Call 1-800-GRE-CALL to arrange your tests. Note that we do not use the quantitative (math) test score. We will accept the Miller Analogies Test (MAT) as an alternative. *If GRE is taken after August 1, 2011, the minimum required score is 146 on the verbal portion.*

## MAT

The MAT can be taken as an alternative to the GRE. Please refer to the website, <http://www.milleranalogies.com> for further information on this test. A minimum suggested score is 402-407.

## GPA

The University of Georgia's School of Social Work requires a minimum of an overall undergraduate Grade Point Average (GPA) of 3.0. Particular consideration will be given to the last 60 semester hours of course work towards the baccalaureate degree.

## TRAVEL DIRECTIONS

**Athens:** FROM ATLANTA, take I-85 north to Highway 316 to Athens. Exit off 316 onto Loop 10 / Highway 29 to the University of Georgia. Exit onto Lexington Road/US-78 left. Go north approximately one mile. Turn left at the light onto Williams Street. The School of Social Work is the first building on your left. A Google map of our location can be found at <http://bit.ly/1bjkyNi>. Parking is permitted in the Perimeter parking area with permission card available through Parking Services (See Map inside back cover for location). Call (706) 542-7275.

**Gwinnett:** FROM ATHENS, take Hwy. 129 through Jefferson. Take I-85 south. Take exit 109 for Old Peachtree Road. Turn left on Old Peachtree Road (0.3mi). Turn right onto Sever Road (just past McDonalds). The UGA Gwinnett Campus at the Intellicenter building is straight ahead your right (2530 Sever Road). FROM ATL, take I-85 N. Take exit 109 on Old Peachtree Road (0.2mi). Turn right onto Sever Road (just past McDonalds). The UGA Gwinnett Campus at the Intellicenter building is straight ahead your right (2530 Sever Road). For more info, contact Gwinnett Campus at 678-985-6802.

## ADDITIONAL INFORMATION

An applicant must have completed 30 undergraduate quarter hours or 18 semester hours in the social and behavioral sciences, and the humanities. Courses in human development and statistics are highly recommended (See FAQ). The University of Georgia accepts up to six graduate transfer credits from another accredited institution of higher learning.

**Please note:** We are not able to defer admission from one year to the next. If you are interested in reapplying please let us know. You will also need to notify the Graduate School of your desire to reapply for the next year

## ACCESSIBILITY PLAN FOR PEOPLE WITH DISABILITIES

The School of Social Work is parking accessible through the availability of designated spaces in front of the building. This pathway is also wheelchair accessible. Entry to the School of Social Work is also accessible. The front door of the building is equipped with an automatic opener that allows access for mobility impaired individuals. An elevator is available at the front door of the building which accesses each of the four floors. Restrooms on all four floors are wheelchair accessible and doors of Administrative Offices, classrooms, and most faculty offices meet access standards. The water fountains are leveled for wheelchair access. It is recommended that students needing program accommodations contact the Office of Disability Services at least thirty days prior to matriculation (706) 542-8719, TTY (706) 542-8778. Reasonable accommodations in facilities, programs, and services will be made upon request. The School of Social Work will work in cooperation with the Georgia Rehabilitation Services Division, UGA Equal Opportunity Office, Office of Disability Services, and Human Resources Office to meet the needs of disabled students, faculty and staff. An elevator has been installed and is available to all floors in the building. The Gwinnett campus is also wheelchair accessible.

## INTERNATIONAL STUDENTS

The School of Social Work welcomes applications from international students. Please refer to UGA's website for further information: [www.uga.edu/admissions/international.html](http://www.uga.edu/admissions/international.html). The university has a fixed deadline of Feb. 1st for all international applications but early submission is strongly encouraged.

## ENGLISH LANGUAGE ABILITY

**TOEFL:** Applicants whose primary language is not English must submit official TOEFL scores. Information on the TOEFL can be found at the following sources: E-mail: [toefl@ets.org](mailto:toefl@ets.org), Web: <http://www.toefl.org>, phone: 1-800-468-6335. The TOEFL minimum score is 80, with at least 20 on speaking and writing. A telephone interview may be conducted prior to admission by the School of Social Work's Admissions Committee.

## QUESTIONS

You are also welcome to direct any queries in writing to the Director of MSW Admissions, School of Social Work, University of Georgia, Athens, GA 30602. Your questions will be answered promptly by e-mail. To access the status of your application materials you may log on to [www.grad.uga.edu](http://www.grad.uga.edu). For questions about housing and other necessary information, please refer to the Graduate School Application for Admission booklet for a complete listing of telephone numbers, e-mail and website addresses or refer to [www.grad.uga.edu](http://www.grad.uga.edu).

# UNIVERSITY OF GEORGIA SCHOOL OF SOCIAL WORK

## A Vision for Practice and the MSW Curriculum

### VISION

The School of Social Work prepares students for leadership roles as professional social work practitioners through an educational emphasis on skill-based assessment and intervention, policy development and research initiatives.

In keeping with the core values of the social work profession, a variety of social issues are examined including:

- Mental and emotional health
- Family well-being issues
- Aging and adult caregiver issues
- Physical health and well-being
- Unintended or premature pregnancy
- Family violence and abuse  
(including adults and children)
- School-based initiatives
- Addiction and substance abuse
- Family and marital cohesion
- Youth development and youth alienation
- Developmental disabilities
- Racial, gender and sexual oppressions
- Economic and employment limitations
- Promotion of neighborhood cohesion
- Community empowerment initiatives
- Advocacy, policy and legislative process

#### Student Profile

**MARTHA E. WISBEY, MSW**

Part-Time MSW Graduate (2003)

*“This program offered me so many opportunities to explore the many aspects of social work. The faculty are empowering and a tremendous resource. I feel confident and supported in my practicum experiences and I am excited to finally become a “professional!”*

### PRACTICE

The University of Georgia’s School of Social Work prepares couples, families and groups

- Initiation of empowerment activity through program development in the community context
- Strengthening of social agencies as institutions for their effectiveness in problem solving
- Social policy change and advocacy
- Practice accountability and outcome evaluation

Drawing from multiple theoretical perspectives, students are prepared to intervene with diverse populations. The program utilizes an ecological framework to provide a context for strengths-based practices with an emphasis on competent multicultural practice.

### CURRICULUM

The MSW curriculum is organized in two parts: the first year is a “foundation” curriculum and the second year provides a choice of one of two “concentrations” or specialties. The foundation includes introductory direct practice, family and group theory and practice, community and organization- al theory and practice, basic human behavior theory (grounded in the ecological perspective and the social sciences), principles of empirical research, social policies, a history of the social work profession, and a generalist practicum.

The concentrations offered in the second year are: “Clinical Social Work Practice” and the “Community Empowerment and Program Development” (only in the full time program on the Athens campus). Both concentrations include course work on advanced assessment and intervention practices.

- Advanced policy analysis
- Evaluation research
- Elective specialty courses which combine theory, policy, and practice, as well as research grounding
- An extensive practicum experience

## ALUMNI

The University of Georgia's School of Social Work has a long list of outstanding alumni who have provided vision and leadership on multiple levels and in a diversity of settings in the field of social work. It has been demonstrated many times over that our MSW graduates become highly committed, effective and influential social workers regardless of their domain.

## FACULTY

We are proud of a diverse faculty who are both scholarly and practice-minded, having a wide range of experiences, specialties and interests. They offer a wide variety of choices in the pursuit of students, aspirations. The current faculty bring a rich and diverse perspective in their research focus and course offerings that include:

- Study abroad (current ongoing programs in Ghana and Northern Ireland)
- Service-learning with special populations
- International work with women and children
- Welfare reform



## CRITERIA FOR ADMISSION TO THE MSW PROGRAM

1. **Academic excellence**, as measured by the Grade Point Average (GPA) and the Graduate Record Examination (GRE) or the Miller Analogy Test (MAT).
2. **Liberal arts background**, including preferences (not requirements) for social sciences, psychology, statistics, and content in the physiological basis for human behavior (often achieved in psychology courses). Humanities courses are also seen as important.
3. **Work experience in the human services**, through paid, volunteer, and internship experiences.
4. **Experience with culturally diverse peoples**, such as ethnic, racial, religious, social class, international, gender, sexual orientation, disability, or age. Commitment to working with vulnerable populations, and social justice in ways that include attention to situational resources as well as emotional, relational, and cognitive problems.
5. **Understanding and commitment to the social work profession**: Openness to addressing problems of social justice and social development (life enhancement through empowerment and promotion of well being) issues.
6. **Clarity and specificity in expression of career objectives**, as given in narrative statement.
7. **Positive and strong recommendations**, supporting the candidate's readiness for graduate work, appropriate interpersonal skills and talent for leadership.

### Student Profile

**ELLEN RHEA COX, MSW**

MSW Graduate (2001), Ph.D Graduate (2012)

*"This program opened my perspective to people in need and to seeing them holistically. An unexpected benefit was the self-awareness and personal growth that I gained through the relationships I formed with faculty and fellow students."*

## THE MSW CONCENTRATION AREAS

The two concentrations, Clinical Social Work Practice (CSWP) and Community Empowerment and Program Development (CEPD) are based on understandings of the context of practice. CSWP addresses the functioning of individuals within a relational context as members of intimate, supportive groupings. This concentration prepares students for direct practice with individuals and families. CEPD addresses social change on group, organizational and community levels, while paying attention to the needs of people attempting to survive and thrive in those communities. Our course of study is concerned with building and strengthening programs and agencies that serve individual and family needs. It also seeks to empower community groupings. It should be noted that the two concentrations are not mutually exclusive. Leadership in the social work profession is a function of both concentrations. Clinical Practitioners will frequently get involved in generating fresh ideas and social advocacy and in administering or supervising programs, while attending to the individual and family needs of their clients. Likewise, community and program management practitioners frequently get involved in working with individuals, families, and groups in the course of developing programs and organizing or facilitating empowerment activities. Hence, the foundation year prepares students in the areas of practice, theory and professional identity development that will serve as the basis for their concentration practice focus in their second year.

### CLINICAL SOCIAL WORK PRACTICE

CSWP addresses the individual within a relational context that includes family, culture and community. The focus is on preparing students for advanced assessment and intervention skill development and implementation. The individual is viewed holistically in order to identify and enhance the strengths that they bring to the change process. Families and groups are considered to be units of “client systems”. Couple relationships, parent and child, sibling, grandparent, adoption, and other extended family relationships may be the focus of clinical social work practice. Social work roles include counseling and therapy, resource development and linkage, education, advocacy, group work and supportive facilitation, and case management, as examples. The social work practitioner utilizes a skill-based process of therapeutic relationship development in helping clients.

#### **Core courses in the CSWP track include:**

Social work Assessment with Individuals & Families, Family Dynamics, Advanced Policy Analysis, and Evaluation of Social Work Practice with individuals and families and Advanced Social Work Practice with Groups (*Group Work core classes begin in Spring 2012*)

### COMMUNITY EMPOWERMENT AND PROGRAM DEVELOPMENT

CEPD addresses the need for initiatives in program development and social change. The concentration has a dual focus on empowering community groups and designing and developing programs. Often called “macro-practice”, the idea is to address social problems by initiating action within the community or, perhaps, through legislation. More often the empowerment practitioner is one who works with community people to identify and document social problems, design services, develop resources, advocate, broker, and negotiate for resources and policies, recruit participants and personnel, and administer the delivery of services. Facilitation of planning groups or boards of directors are also possibilities. The “community” may be a holistic, geographic community or it may be a neighborhood or even an identity grouping.

#### **Core courses in the CEPD track include**

Social Work Assessment with Communities and Organizations, Advanced Policy Analysis, Evaluation of Practice with Organizations and Groups





## SPECIAL PROGRAMS OFFERED IN THE MSW CURRICULUM

### Certificate Programs

These programs can be achieved within the MSW curriculum program of four full-time semesters. They offer potential employers evidence of the knowledge and commitment of the applicant in these areas of specialty:

- Gerontology
- Marriage and family therapy
- Management of nonprofit organizations

Other areas of specialty offered in our curriculum include, but are not limited to:

- Substance abuse and addiction treatment and prevention.
- Child welfare
- Persons with disabilities.
- Mental health and physical health services and systems.
- Youth development, including juvenile justice stipends.
- Women's issues and services, including those addressing domestic violence.
- Welfare reform and welfare to work programs.
- Community and economic development.
- African American families and related policy issues.
- Collaborative systems, especially those addressing child and family issues.
- Civil rights studies.
- Community activist organizations and legislative advocacy.
- International social work, including immigration and refugee services, as well as post traumatic stress among refugees; and cross cultural relations in general (Ghana and Northern Ireland).
- Nonprofit agency and program development and management.
- J.D. /MSW joint degree, including a range of clinical, community, and policy issues (the program requires separate admission to both schools - law and social work; it is completed in four years.
- Direct practice with diverse populations.
- Group treatment.
- Service learning with special populations including burn-injured children.
- Study abroad programs in Ghana and Northern Ireland.

In addition, the School of Social Work offers:

- B.S.W. degree program, focused on generalist social work practice.
- Ph.D. program, focused on research and practice theory.

**FIELD EDUCATION**  
**Master of Social Work**

A major portion of your graduate social work education involves field education. Field education requirements are normally met by placement in two different agencies with different MSW instructors.

**Field education requirements are:**

**Regular Track Full-Time:**

**Foundation Year (Year One)**

Fall: No placement. Students are enrolled in Foundation Skills for Social Work Practice.

Spring: 16 hours per week in an agency placement, plus a 2 hour weekly seminar led by a faculty member.

**Concentration Year (Year Two)**

Fall & Spring: 24 hours per week in an agency placement.

**Regular Track Extended-Time (formerly the Part-Time Program):**

**Foundation Year:** Classes are spread across two years. During the Fall Semester of second year of course work 16 hours per week in an agency placement, plus a 2 hour weekly seminar.

**Concentration Year: (Year Three):** 24 hours a week.

**Advanced Standing Full-Time:**

These students complete only the Concentration Year (Year Two/Three) placement as described under the Regular Track Full-Time/Extended-Time

**\*PLEASE NOTE: WHILE THE SCHOOL OFFERS THE EXTENDED-TIME OPTION TO COMPLETE CLASSROOM WORK, NO PART-TIME OPTIONS EXIST FOR COMPLETING THE ABOVE NOTED FIELD REQUIREMENTS.**

The School of Social Work offers numerous and diverse graduate level field placements with a high priority on sites within the N.E. Georgia/Metro Atlanta region. Agencies that have been approved by the field office meet CSWE standards for an educationally directed field experience, and provide superior practice opportunities for training professionals. Students will be assigned for both MSW field placements within these agencies. There are many more opportunities for concentration practica in the Metro Atlanta area. The commute from Athens to Atlanta is about one and a half (non rush hours). Students may want to take this into consideration during their planning process. Students placed in the Athens area should be prepared to commute up to 65 miles to practices in surrounding counties. Those students without a car will be severely limited in choice of field placements.

All graduate students are required to carry professional liability insurance while participating in the field education program. Students will be provided further information on how to obtain this coverage during orientation. Should you have any further questions call the field office at (706) 542-5419 or (706) 542-5423 or toll free at 1-877-535-6590.

## MSW PROGRAM Financial Aid

The School of Social Work MSW Program makes available the following financial aid options to individuals who have been admitted.

**Graduate Assistantships:** The Social Work Assistantships require 13 hours per week of assistance to faculty and administrative staff. In return, tuition is reduced to \$25 (summer tuition is free), whether in or out-of-state. The actual stipend amount will be determined by the Dean, prior to the start of the semester. ***You do not have to be admitted to apply.*** The assistantship is based on financial need for students with full-time status.

Students wishing to apply for assistantships must read the [Assistantship Application Instructions](#) prior to submitting the completed application.

**Note:** The deadline is February 15, 2017

This online application process works best in the following internet browsers: [Google Chrome](#) and [Mozilla Firefox](#). (Some users have reported issues with completing the application in Microsoft Internet Explorer.)

The Graduate School of the University of Georgia makes available the following opportunities for individuals who have been admitted:

1. **Graduate School Non-Teaching Assistantship:** Thirteen hours of work per week is required. Free tuition, for both in- and out-of- state students, plus approx. \$10,700 stipend. Demonstrated academic excellence is required.
2. **Phelps-Stokes Fellowship:** For scientific study of the role of blacks in American Civilization.
3. **Regents' Out-of-State Tuition Waiver:** Based on academic qualifications determined by the Graduate School and recommendation of the School of Social Work. For out of state students, tuition is reduced to in-state tuition.
4. **Regents' Opportunity Scholarship:** \$5000 per year renewable. For Georgia residents only. Based on economic need.

### TO APPLY for any of the financial aid options:

If you are applying for a Phelps-Stokes or Regents (see #2-4 above), please indicate in the text section of the online assistantship application.

A few of our students obtain part time positions within the university. Flexibility of hours is a requirement. The web site lists available positions: [www.uga.edu/career](http://www.uga.edu/career) (link to Students and Alumni/Student Employment/ Register Now).



# Answers to Frequently Asked Questions about Applying to the MSW Program at The University of Georgia School of Social Work

## ADMISSION REQUIREMENTS

### WHAT IS THE APPLICATION DEADLINE FOR THE MSW PROGRAM?

The priority deadline for the Extended-time, Full-time and the Advanced Standing programs is February 15<sup>th</sup>, and for Inter-national students, February 1<sup>st</sup>. Completed applications received by those dates will ensure an earlier admission decision. Applications completed after the deadlines will be considered on a space available basis.\* Files that are begun after July 1<sup>st</sup> will not be considered. *\*Please let us know if your file remains incomplete due to transcript transfer problems that are out of your control. We may be able to help.*

### DO I NEED AN UNDERGRADUATE DEGREE IN SOCIAL WORK?

No. We have a specially designed program for students who have an undergraduate degree in social work (BSW) called the Advanced Standing Program. For all others, they are welcome to apply to our other programs. However we do require that applicants have a liberal arts background. We will consider applicants with backgrounds outside of liberal arts if they include liberal arts course work. The undergraduate curriculum should include the following:

- Biological sciences
- Social sciences
- Psychology
- Statistics

If you do have a BSW, please review the requirements for the Advanced Standing program. You may be eligible.

### DO I REALLY HAVE TO TAKE THE G.R.E.?

Yes, but you can take the M.A.T. as an alternative. All applicants must take one of the two. No exceptions. We only admit from the applicants who have a completed file. The GRE or the MAT is necessary to complete your application. **Please note:** *We do not require the quantitative section of the GRE, only the Verbal and Analytic (writing) portions. \*However, if you have completed at least one semester in a graduate degree-seeking program at UGA, your scores are good indefinitely.*

### WHAT GRE SCORE IS REQUIRED OF YOUR APPLICANTS?

The UGA Graduate School suggests a Verbal GRE score of 400 and a written, analytical score of 3.5. We do accept students with lower GRE scores, and welcome applications of all qualified persons with a sincere interest in social work. You can take the GRE once a month to improve your score. We recommend that you start early and repeat the test if you are not satisfied with your score. The Graduate School only uses the best of the two scores; so your score can never go down. It can only go up when you take it again. If taken after August 1, 2011, the minimum required score is 146 on the verbal portion.

### HOW RECENT DO MY GRE SCORES HAVE TO BE?

GRE scores must be no more than 5 years old (counted to the end of the calendar year). If older than that, you must retake the test and submit more up-to-date scores.

### WHAT ARE OTHER ADMISSION REQUIREMENTS FOR THE MSW PROGRAM?

1. The School of Social Work requires an overall undergraduate GPA of no less than 3.0 (3.2 for Advanced Standing).
2. Three written letters of recommendation.
3. A narrative statement (average length 3-5 pages) explaining your reasons for seeking admission to the MSW program (see instructions on the application form).
4. Work experience or volunteer work in the human services is encouraged, as well as diverse cultural experiences.

All of these factors go into helping the Admissions Committee make a decision about each candidate. All are important. The application form itself explains the documentation of these additional requirements.

### **WHAT IS THE TYPICAL UNDERGRADUATE G.P.A. OF YOUR APPLICANTS?**

Recently the overall average GPA for students admitted into the program was about 3.2. We do accept students with lower GPAs, and welcome the applications of all qualified persons with a demonstrated interest in social work. The faculty of the School of Social Work have approved a minimum undergraduate GPA of 3.0 for entrance into our MSW program. The minimum GPA for Advanced Standing students is 3.2.

### **DO I NEED TO SUBMIT A SEPARATE LETTER OF REFERENCE TO THE GRADUATE SCHOOL?**

No. Submit your letters of recommendation with the School of Social work application included in this packet.

### **WHAT IS THE PURPOSE FOR THE NARRATIVE STATEMENT AND WHAT IS THE COMMITTEE LOOKING FOR?**

We are looking for individuals who exhibit strong potential for developing professional competence, whose personal value system promotes social work core values such as social justice and an appreciation for human diversity and who have demonstrated academic promise to be able to perform successfully at the graduate level. The narrative statement is your opportunity to provide the Admissions Committee members with a clearer sense of who you are and what has motivated you to pursue a career in social work.

## **MSW PROGRAMS**

### **WHEN CAN I BEGIN THE MSW PROGRAM?**

Students with a bachelor's degree in a field different from social work can only begin the MSW program in the Fall semester (beginning in August). Students with a BSW earned from a CSWE-accredited program (within five years of admission) seeking admission into the Advanced Standing Full-Time program can only enroll in the Fall (beginning in August).

### **DO YOU HAVE AN OFF-CAMPUS (OR PART-TIME) MSW PROGRAM?**

Yes, the Extended-Time MSW Program (formerly the Part-Time MSW Program) at the UGA Gwinnett Campus in Lawrenceville, Ga., is geared especially for people who have been and are currently working in the human services in the Atlanta Metropolitan region.

### **CAN I APPLY TO BOTH THE FULL-TIME AND EXTENDED-TIME PROGRAMS AT THE SAME TIME?**

No. You must indicate which of the two programs (full or extended-time) you are applying for, on the MSW application. You may only apply for admission to one program.

### **I HAVE A BSW DEGREE. DO I QUALIFY FOR ADVANCED STANDING IN THE MSW PROGRAM?**

In order for the BSW to qualify an applicant for admission into the advanced standing program, the following conditions must be met:

1. It must be from a program accredited by the Council on Social Work Education
2. It must have been earned within five years of beginning the MSW program.
3. The required social work GPA for the Advanced Standing program is 3.2

If your average social work classes do not meet this minimum, or if your BSW was obtained over five years ago, you may still be accepted but only to the regular program of study and not to the Advanced Standing program. Having a BSW earned within the five year limit does not prevent you from admission to the regular program of study. However, you must specifically request this option. Exceptions to the five year rule are BSWs who have worked in a social work setting which includes MSW staff and professional learning experiences. The limit for those applicants is ten years.

### HOW FAR AWAY IS THE GWINNETT CENTER?

From Athens: About 50 minutes, via GA Route 316. From downtown Atlanta: About 30-45 minutes, depending on where you are.

### HOW LONG IS THE PROGRAM?

Full-time, Regular Program: Two years: Two semesters during each of two academic years. Summer attendance is optional, but it does not shorten the program. Extended-time, Regular Program: less than three years: eight semesters including summers. Full-time, Advanced Standing Program: one year: one summer and two semesters.

### HOW MANY CREDIT HOURS IS THE MSW PROGRAM?

Advanced Standing Full-Time Program: 40 semester hours. Regular Program: 60 semester hours. (Same for both full time and extended-time study)

### HOW MANY HOURS/CLASSES PER WEEK WILL I BE TAKING?

Full-time: About 15 hours per week, in the classroom four or five classes a week. Extended-time: About nine hours per week, in the classroom three courses a week taken over three weeknights (or two nights and a weekend course in special cases).

### WHEN WILL I FIND OUT IF I'VE BEEN ACCEPTED?

You will be notified approximately six weeks after the February 15th deadline, if your file is complete. Please note that often the G.R.E. delays completion of the file, so please take the exam well ahead of applying.

### IF I AM ADMITTED TO THE EXTENDED-TIME PROGRAM, CAN I LATER TRANSFER TO THE FULL-TIME PROGRAM OR IF I AM ADMITTED TO THE FULL-TIME PROGRAM, CAN I LATER TRANSFER TO THE EXTENDED-TIME PROGRAM?

Transfers between the extended-time and full-time programs are not encouraged. Exceptions to this rule are made when seats are open in the other program prior to entry into the program. Approval is required by the Director of the MSW Program.

### DO YOU ACCEPT TRANSFER STUDENTS FROM OTHER PROGRAMS?

Transfer students from other CSWE-accredited MSW programs may be admitted, depending upon the availability of space in our classes. Up to 6 hours of social work course credit may be transferrable. Students who seek a transfer to our school of social work have their transcripts individually evaluated by the Director of MSW Admissions and the Director of the MSW Program for course waivers. Address letters requesting such transfers to the Director of MSW Admissions, University of Georgia, School of Social Work, 279 Williams St., Athens, GA 30602. See transfer policy at the back of this packet.

### I HAVE EARNED SOME OTHER GRADUATE CREDIT (OR EARNED AN EARLIER GRADUATE DEGREE, (E.G., M.ED., MA, MS, PH.D., JD, ETC.). WILL THIS HELP ME GET INTO THE MSW PROGRAM?

A strong track record as a graduate student (or having earned a graduate degree) is an asset which will be taken into consideration by the Admissions Committee. By itself, however, in the absence of other strong indicators, prior successful graduate work does not guarantee acceptance into the MSW program. Many of our students have sought the MSW degree even with an advanced degree in another discipline. The School of Social Work does not grant social work course credit for life experience or previous work experience.

### WHAT ARE THE REQUIREMENTS FOR INTERNATIONAL APPLICANTS?

In addition to the application materials outlined above, International applicants are required to submit the following:

1. Test of English as a Foreign Language (TOEFL) score.
2. Two copies of official, original language copy of academic records with certified English translation
3. Documented evidence of financial support.
4. A telephone interview may be conducted with international applicants.

***All of the above documents are to be submitted to the Graduate School.***

## WHAT DOES THE MSW PREPARE ME TO DO?

### WHAT AREAS OF CONCENTRATION DO YOU OFFER?

Clinical Social Work Practice (CSWP): The development of a direct practice skill base with the goal of furthering family well-being is the organizing principle which provides the focus and content for this advanced concentration. Through direct practice with individuals, groups, and groupings of family members, our students will gain specialized knowledge in individual and family theory, individual and family interventions, and family-related social policy. Within the larger context of family functioning, diverse family forms, and family strength and well-being, all models of intervention will be studied. In the field of family intervention, course work will incorporate family therapy and other traditional family practices that relate to children, youth, adults and older adults.

Community Empowerment and Program Development (CEPD): The CEPD concentration focuses on practice with diverse groups with the primary emphasis on the community as the arena of change. In order to maximize the full potential of each individual and community, this concentration emphasizes program design, development, and management, self-determination and self help among community action groups, and legislative policy change. The study and application of theories, concepts, strategies, and techniques are designed to address issues of social justice with racial, ethnic, gender, and other oppressed populations.

### CAN I GET MY SOCIAL WORK LICENSE WITH MY MSW DEGREE?

The MSW degree is the first step in becoming license-eligible as a clinical social worker in the state of Georgia and most other states as well. The LCSW can be obtained after three years of supervised clinical practice plus passing the state clinical license exam post MSW. Licensure as a Licensed Clinical Social Worker (LCSW) permits independent practice and reimbursement by health insurance providers.

Licensure as a Licensed Master Social Worker (LMSW) requires a test and a fee and can be applied for within three months of graduation. This credential is often desirable and is even a requirement for employment in some social service agencies.

## THE ADMISSION PROCESS

### DO YOU CONDUCT PERSONAL INTERVIEWS WITH APPLICANTS?

You have the opportunity to request an interview. Most who are accepted into the MSW program do not have an interview. The best course of action is to accurately complete the application materials and to patiently wait until you hear from the Admissions Office. If your file is incomplete, you will be notified by email so that you can finish getting in your materials. The committee reserves the right to request a face to face or telephone interview if they deem it appropriate to make a decision. A telephone interview may be conducted with international applicants whose first language is not English.

### HOW DOES THE ADMISSIONS PROCESS WORK?

Completed files are examined by the MSW faculty. The faculty votes to recommend or not recommend applicants for the upcoming class. If you wish to have your application considered for the next year's program, you may request re-activation of your file and specify which program for which you would like to apply.

### WHO REVIEWS MY FILE?

Your file is reviewed by the Director of MSW Admissions and faculty members of the School of Social Work. You are asked not to contact any members of the faculty regarding your application. Any communications should be directed to the Social Work MSW Admissions Office, preferably by email.

### WHAT SHOULD I DO IF I AM ACCEPTED BUT HAVE TO WITHDRAW?

If you are unable to attend the MSW program in the year that you were accepted and wish to reapply, you should send the MSW Admissions Office an e-mail ([sswadmin@uga.edu](mailto:sswadmin@uga.edu)) or letter requesting that your application be rolled over for the following year. Specify which program you wish to be considered for regular full-time, extended-time, or advanced standing, full-time. Your application will be re-reviewed along with the applications of other applicants in next year's pool, and a fresh decision will be made to admit or not admit you.

We do not reserve your acceptance from one year to another. You must notify the UGA Graduate School of this request as well.

### IF I AM DENIED ADMISSION TO THE PROGRAM WHAT STEPS DO I TAKE TO REAPPLY?

Students who are denied admission to the program must submit a new Graduate School application if they want to be considered for admission at a later date. An appeal can be made at the school, and subsequently, the Graduate School level. Before an appeal is filed, however, the applicant should contact the Director of Admissions to discuss his/her concern. If the applicant's concerns cannot be resolved, he/she should request a copy of the appeal process for the School of Social Work. This information is sent out through the Office of the Associate Dean. The appeal is handled by the Graduate Coordinator in the School. After this action, the applicant has the opportunity to appeal to the Graduate School.

## FINANCIAL AID

### WHAT FINANCIAL AID IS OFFERED THROUGH THE DEPARTMENT?

A percentage of the MSW students receive competitively awarded graduate assistantships which typically have paid \$1050/month for 13 hours per week of assistance, plus a tuition waiver. In addition there are usually several training assistantships funded through various state social service programs and grants. Students may also qualify for various state and federal loan programs through the UGA Student Financial Aid Office. Your best option is to apply to our program, submitting your financial aid form with your application, and see if any financial aid is offered to you after you have been accepted.

### HOW MUCH IS A GRADUATE ASSISTANT PAID?

The payment rate may change slightly per year. During the Fall and Spring semester, graduate assistants received \$1050 per month for ten months. However, one of the major benefits of having an Assistantship is the tuition reduction. Graduate Assistants pay a reduced tuition amount of \$25 per semester, in addition to the required Student Activity fee in the case of full time student s. Summer tuition is free.

### IF I AM NOT A RESIDENT OF GEORGIA, WILL I STILL RECEIVE A REDUCED TUITION RATE IF I RECEIVE AN ASSISTANTSHIP?

Yes. If you have an assistantship, the rate is the same whether you have residency in Georgia, or you are an out-of-state student.

### HOW ARE GRADUATE ASSISTANTSHIPS DECIDED?

On the assistantship application, financial and academic information is required. Decisions are made based on the information that is supplied in both areas. The Associate Dean and Director of Graduate Admissions review the applications. Ultimately, the Associate Dean makes the final decisions about assistantship awards. School of Social Work Assistantships are based on financial need as well as merit.

### WHAT HAPPENS IF I AM NOT SELECTED FOR AN ASSISTANTSHIP?

Applications are kept on file until school starts. Sometimes an assistantship becomes available and the applications are reviewed. While this situation does not happen every year, there might be a few slots that are available later.



## **Policy on Admission of Transfer Students**

We welcome applications from transfer students, providing they meet the requirements outlined in our transfer policy stated below. If you meet these requirements, follow the instructions on Form Page 4 (p.16) of the application form in this packet. When you submit the Graduate School application form, include a cover letter indicating that you are requesting consideration as a transfer student, and write Transfer Student on the Graduate School application form.

### **THE FOLLOWING CRITERIA MUST BE MET:**

1. The applicant is/was enrolled in a CSWE accredited MSW program.
2. The applicant will have completed, at the time of matriculation to the UGA SSW, the entire foundation year of the MSW program (usually two semesters or three quarters of full time study, including a foundation practicum).
3. The student meets the UGA and SSW minimal standards for admission to the MSW program (3.0 undergraduate GPA; 400 GRE verbal score, 3.5 GRE analytical score.) If taken after August 1, 2011, the minimum score is 146 on the verbal portion.
4. Space is available to integrate the transfer student into an existing cohort.

### **TO APPLY:**

1. Submit all of the materials required by the Graduate School for admission (see checklist, inside front cover).
2. Submit also a statement of the reasons for the transfer; a practicum evaluation; and a recommendation by your advisor.
3. Other MSW Application materials are not required, but may be submitted on a discretionary basis.

Students with less than one full academic year of the MSW program completed will not be accepted as transfer students. Transfer students will have to complete at least 40 semester hours at the University of Georgia in order to receive the MSW from our School. Additionally, course offerings between programs may differ enough that the transfer student may have to attend an additional semester in order to meet all of UGAs requirements.

## **Policy on Admission of Non-Degree-Seeking Students**

The School of Social Work may admit an applicant as Non-Degree Students who fall into one of the following categories:

1. The applicant already possesses an MSW from a CSWE-accredited program and is seeking additional professional education.
2. The applicant is currently enrolled in any CSWE-accredited MSW program and wishes to take one or more UGA MSW courses for certification or summer electives toward the degree in another location.

All such applications will be processed through the MSW Admissions Office and decided on a case-by-case basis by the Associate Dean and the director of the MSW Program.

### **WE DO NOT ADMIT NON-DEGREE STUDENTS FOR THE FOLLOWING REASONS:**

1. Applicant wishes to complete some MSW courses to gauge whether they want to apply for regular admission.
2. Applicant lacks the MSW degree but desires additional certification of some sort.
3. Applicant desires to take classes for 'self-improvement' or additional education that does not lead to a certificate.

To apply for non-degree status, obtain the Graduate School application packet, send in the two page application form, including a statement of purpose. In a letter, notify the Director of MSW Admissions in the School of Social Work and the Director of the MSW Program of your interest and the specific courses you wish to take in the schedule. Decisions will then be made based on available classroom space.

## MSW Application Form

It is essential that you carefully review the School of Social Work Bulletin before completing this application. Since the application form provides significant information upon which decisions for admissions are based, it is important to give complete and accurate data. Omission of information will delay action. Indicate all non-applicable information with N/A.

**We admit Fall Semester only**

\_\_\_\_\_

Last Name    First Name    MI                          Date of Birth

**Mailing Address:**

\_\_\_\_\_

Address

\_\_\_\_\_

City    Country    State                          Zip

\_\_\_\_\_

Telephone Number (with area code)    E-mail Address (please print)

**Educational Entry Plans:** (Circle *only one* program and indicate year of entry requested.)

**1. Fall Full-Time program (Athens):**  
(4 semesters beginning in August, ending in May)

**Year of entry:** \_\_\_\_\_

**2. Advanced Standing Full-Time (Athens):**  
(BSWs only; twelve months beginning in August)

**Year of entry:** \_\_\_\_\_

**Practice interest:** (check one)

- \_\_\_\_\_ Clinical Social Work Practice  
\_\_\_\_\_ Both, with emphasis on Family  
\_\_\_\_\_ Community Empowerment and

Program Development

\_\_\_\_\_ Both, with emphasis on Community

**3. Fall Extended-Time program** (formerly the Part-Time Program Gwinnett):

(Three years continuous, beginning in August, ending in May)

**Year of entry:** \_\_\_\_\_

*(The Part-Time program is designed primarily but not exclusively for people working in the human services field.)*

**4. Dual Degree Interest**

- \_\_\_\_\_ MSW/JD  
\_\_\_\_\_ MSW/MPH  
\_\_\_\_\_ MSW/MDiv  
\_\_\_\_\_ MSW Only

**Educational Experience (complete and accurate information is required for processing)**

List below in chronological order all colleges and universities attended starting with your most recent attendance. One copy of an **official transcript** are required from each undergraduate and graduate college or university attended, **including** those for which transfer credit was granted toward your degree. Again, the transcripts are to be sent to the Graduate School directly, not to the School of Social Work. If you are applying for Advanced Standing, indicate the BSW degree completed.

Name, City, State (Country) Of College or University Attended	Dates of Attendance		Major	Name of Degree	Date Degree Expected/Rec'd
	From Month/Year Month/Year	To			

Specify the courses you have taken in the following content areas (no specific course is required within the minimum of eighteen semesters or thirty quarter liberal arts credits; for example, Human Biology is not required):

**Content on the physiological or biological (genetic, chemical, etc.) basis of human behavior (e.g., a psychology course):**

**Social Sciences**

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**Psychology**

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**Statistics**

**Recommendations**

List below the three persons you have selected as recommenders. **Three supporting recommendations are required.** Recommendation Forms to be completed by your recommenders are included in the back of this packet. Please see "Criteria for Admissions" in the packet for further information on references. The Recommendation Forms should be submitted in sealed, signed envelopes along with all application materials, if possible.

Full name and business address of each recommendor	Connection in which known	How long known

**Paid, Volunteer, Research and Practicum Experience in Human Service**

Please account fully for all of your experiences in human services since high school. List in chronological order starting with your most recent position. All applicants must fully complete this section even though resumes are submitted. For each experience listed, Please indicate whether it was a paid, volunteer, or practicum position.

(Please check one)

Business/Agency Name City, State (Country)	Position Title	From Month/Yr	To Month/Yr	Name of Supervisor	Hours Per Week	Paid	Voluntary	Academic Credit

**Cultural Diversity Experience**

Please identify experiences you have had with varieties of cultures, whether those experiences were work or volunteer related, education related, travel experiences, summer camping experiences, diversity seminars, or other. Cultural Diversity may be identified as ethnic, racial, religious, social class, international, or “functional”. Functional diversities are: economic poverty, gender, sexual orientation, disability, or age. “Diversity experiences” implies relationships with people whose culture is different from one’s own culture. If you have had more than six such experiences, select the most intensive. Please be as thorough as you can. The subjective and relational nature of your experience can be explained in your supplementary statement (p.4).

Describe identity of culture	Context (work, education, travel, etc.)	Duration (days, weeks, months, years)	Dates	Nature of the relationship (subordinate, supervisor, client, colleague, etc.)

Do you speak a foreign language other than English?    \_\_\_ Yes    \_\_\_ No

Rate your fluency in one other language    \_\_\_ 1 (low)    \_\_\_ 2    \_\_\_ 3    \_\_\_ 4    \_\_\_ 5 (high)

What language is that? \_\_\_\_\_

List other languages you are familiar with \_\_\_\_\_

**Other information:**

List the other universities to which you are applying: \_\_\_\_\_

Please rank the four most influential sources for your decision to apply to the University of Georgia’s School of Social Work. Place a “1” next to the most influential source, a “2” next to the second most influential source, a “3” next to the third most influential source and a “4” next to the fourth most influential source.

- |  |   |
|--|---|
| <input type="checkbox"/> Flyer/brochure on program             | <input type="checkbox"/> University of Georgia School of Social Work faculty member                   |
| <input type="checkbox"/> Newspaper or journal ad               | <input type="checkbox"/> University of Georgia School of Social Work graduate                         |
| <input type="checkbox"/> School of Social Work bulletin        | <input type="checkbox"/> University of Georgia School of Social Work recruiter or admissions director |
| <input type="checkbox"/> Colleague at your place of employment | <input type="checkbox"/> University of Georgia School of Social Work student                          |
| <input type="checkbox"/> Fellow student at your school         | <input type="checkbox"/> University of Georgia Web Page   |
| <input type="checkbox"/> Faculty member at your school         | <input type="checkbox"/> Friend, relative   |
| <input type="checkbox"/> Career or professional day            | <input type="checkbox"/> Contacts at a professional conference  |
| <input type="checkbox"/> Memo at the workplace                 | <input type="checkbox"/> Gradschools.com  |
| <input type="checkbox"/> HBCU Visitation Day                   | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Information Session at UGA            |   |

**Additional required materials:**

**All applicants:** a Resume, including a listing of all post-Bachelor studies: degree programs, continuing education courses, workshops.

**Transfer applicants:** All graduate school requirements, plus a Statement of Reasons for Transfer, Copy of Field Work Evaluation, and Recommendation by Faculty Advisor. None of the other School of Social Work requirements are needed.

**International applicants:** Official English Proficiency Examination Scores (TOEFL/MELAB)

**Re-applications:** Letters asking to re-apply with date and program specified.

**Narrative statement**

Please prepare a written statement focusing on all the questions listed below not to exceed 5 typed pages, double-spaced and 12 font type. Please sign, date and staple the submitted copy and include with your application.

1. What are your career objectives? Please state your specialty interest in the first paragraph and what life experiences have contributed to these objectives. What do you wish to accomplish with your graduate education.
2. What effect have your work experiences, paid or volunteer, had in formulating your sense of personal competence in working with people? For example, abilities to communicate with, lead, or empower others. Place special emphasis on human service or organizing experiences with diverse populations.
3. Please describe a contemporary social problem or population group that interests you, explain your interest in this issue, possible causative factors and potential solutions.
4. Describe briefly experiences in which you have given or received help and how it has contributed to your desire to become a social worker.
5. What do you consider your personal strengths and limitations in the practice of social work and what areas would you like to strengthen?

*I certify that I have read all of the instructions and that I have answered all of the questions completely and truthfully. I understand that misrepresentation of any portion of this application, including supporting credentials and documents, may be cause for canceling my admission or financial award. I also understand that all credentials and documents that I submit become the property of the University of Georgia.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Recommendation Form

### For Admission to the MSW Degree Program

TO BE COMPLETED BY THE APPLICANT

Applicants's Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_

Applicant's Name:

Under the provisions of the Family Education Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the reference writer will be advised of your choice.

\_\_\_\_\_ Confidential file. I grant permission for this letter of recommendation to be held confidential by the University of Georgia.

\_\_\_\_\_ Open File. I retain the choice of having letters of reference available to me.

\_\_\_\_\_  
Signature of Applicant

#### TO BE COMPLETED BY REFERENCE WRITER

You have been selected by the person named above as someone who can be helpful in evaluating his or her readiness for graduate study in professional social work practice. Please note that while the applicant may have waived his/her right of access under the Family Education Rights and Privacy Act, in some circumstances this letter may be subject to disclosure under the provisions of the Georgia Open Records Act.

**Please staple an accompanying letter of recommendation to the back of this form and place in a sealed envelope with your signature across the seal, and return it to the applicant.** We have asked applicants to send only completed application packages to the School of Social Work. Under unusual circumstances it is acceptable to mail the recommendation directly to the Office of Admissions at the School of Social Work.

#### 1. Knowledge of the Applicant:

Approximately how long have you known this applicant? \_\_\_\_\_

How well do you feel you know the applicant? \_\_\_\_\_ Casually \_\_\_\_\_ Well \_\_\_\_\_ Very well

What has been the nature of your contacts with the applicant?

- \_\_\_ Teacher                      \_\_\_ Research advisor                      \_\_\_ Major advisor                      \_\_\_ Employer  
\_\_\_ Volunteer coordinator                      \_\_\_ Fellow staff member                      \_\_\_ Supervisor  
\_\_\_ Other (specify)

#### 2. Recommendation: Considering this applicant's academic record, work performance record, special abilities, dedica-

- \_\_\_ Recommend strongly                      \_\_\_ Recommend with reservation  
\_\_\_ Recommend                      \_\_\_ Cannot recommend

**3. Evaluation rating form:** To be the best of your knowledge, rate the applicant according to the following standards:  
**MARK WITH AN X THE FOLLOWING CHARACTERISTICS FROM 1 (LOW) TO 10 (HIGH)**  
*(Please use 7 as the norm for a “good” but not exceptionally outstanding applicant)*

APPLICANT'S CHARACTERISTICS	1	2	3	4	5	6	7	8	9	10	N/A
Academic Ability & Potential											
Sense of Responsibility											
Leadership Ability & Potential											
Interpersonal skills											
Integrity											
Writing skills											
Verbal communication skills											
Listening skills											
Willingness and ability to accept direction &/or supervision											
Ability to respect and work with diverse populations											
Emotional maturity & stability											
Creativity & imagination											
Ability to withhold religious views when working with others											
Level of commitment to values of social justice											
Concern for the well-being of others											
Ability to adapt to new situations											
Ability to work with groups											
Candidate's awareness of self: capabilities and limits											
Ability to analyze complex problems											

**4. Please attach a separate letter of reference commenting on the applicant's strengths and unique qualifications as a potential candidate for professional social work education as well as any challenges that may affect the applicant's ability.**

Name of reference writer (Please print): \_\_\_\_\_

Signature: Date: Title: Organization: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number (optional): \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_