MSW Application Walk Through and Tips

In this document, you will find an in-depth walk-through for applying to the UGA Master of Social Work program.

The application is a process and will most likely not be completed in one sitting. You'll be able to save your progress and come back later.

Before beginning, review the following checklist of items you will need to complete the application.

- **Transcripts** Upload unofficial transcripts from all institutions attended to the Graduate School application. Send official transcripts after you are offered admission.
- Narrative Essay Through the personal narrative, you will have an opportunity to describe your interest and motivation for becoming a professional social worker as well as your understanding of the concepts and guiding principles associated with the profession.
- Resumé Include details of your work experience in human service through paid, volunteer and internship experiences.
- Three **letters of recommendation** supporting your readiness for graduate work, appropriate interpersonal skills, and talent for leadership. At least one academic reference is preferred. The application will prompt your recommenders to submit their letters electronically after entering their email address in the application.
- Graduate School Application fee: \$75 for the first application; \$25 for each additional application

Let's get started!

- 1. Graduate School Application
 The application is housed in the UGA Graduate School. To begin your application, click this link:
 Graduate Student application
- 2. Scroll down and click the "Apply Now" button

LEARN ABOUT THE ADMISSIONS PROCESS AND APPLY!

Please refer to Admissions Requirements and Procedures before proceeding.

- · For Domestic Applicants
- For International Applicants

Interested in Business Administration or Business Analytics? Apply directly through the Terry College of Business.

Interested in Graduate Legal Studies? Apply directly through the Law School.

Interested in a Master or Doctor of Public Health (MPH or DrPH)? Apply directly through SOPHAS.

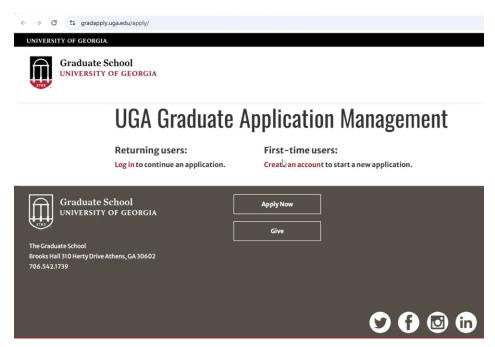
Interested in the *online* Master of Public Health degree? Apply through the Graduate School by clicking the "Apply Now" button below.

Apply Now

- 3. Select "Log in" or "Create an Account"
 - a) If you have never applied to UGA Graduate School before, click "Create an account"

If you need detailed instructions on how to create an account, click this link: Create Account.

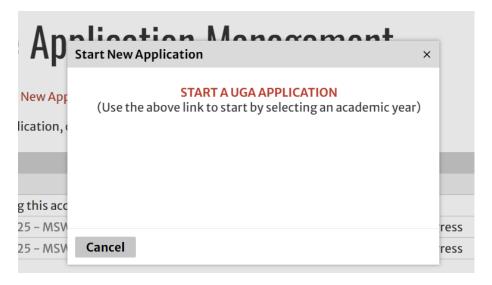
- *Note the email address and password that you enter, because you will need to log into the GradSlate portal to continue work on your application and to check the status after it is submitted.
- b) If you have already created an account, select "Log in," and then enter the email address and password for your account.



4. Click "Start New Application" at the bottom of the screen.

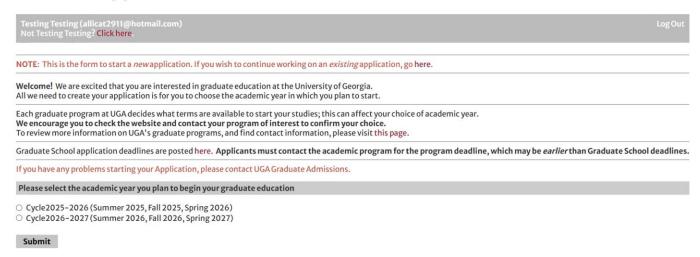


5. Click "START A UGA APPLICATION" in the pop-up box. Ensure pop-ups are enabled for this site.

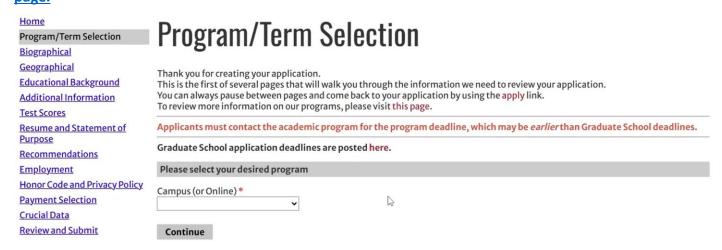


6. Select your academic year. Click Submit. It may take a few moments for the application to populate.

Start an Application



7. Select your desired program. To see the differences in the programs, refer to the MSW admissions page.



Campus

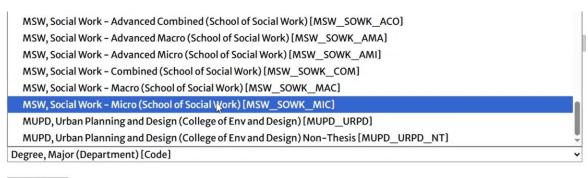
Select your campus: **Online, Athens**, or **Gwinnett.** To see the differences in the programs, refer back to the MSW Admissions page.

Degree Level

Select "Masters"

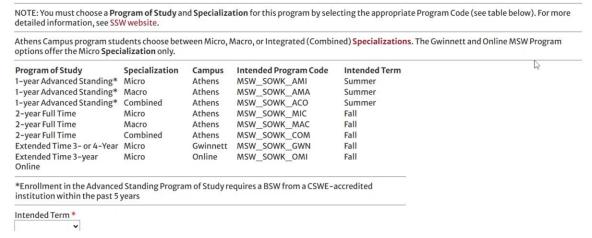
Intended Program

Scroll and select MSW, Social Work (School of Social Work) from dropdown list.



Continue

After you select MSW, you will see a chart on this section showing the different options.



Note: You can only apply to one MSW option per application cycle. After you're admitted into a program, transfers between campuses are *not* allowed.

If you have any questions about which one you should select, email MSW Admissions at sswadmin@uga.edu

Intended Term

Select your intended term.



Some graduate programs only admit students in selected terms.

- If there is no Intended Term dropdown, your selected program is not accepting enrollees this application cycle. Contact the Program to discuss options
- · If you do not see your preferred term in the Intended Term dropdown above, your selected program is not accepting enrollees in that term.

Athens, Gwinnett and Online MSW programs all have a **Fall start date** (for those from any degree background).

Advanced Standing, (reminder: this option is <u>only</u> for those with a BSW from a CSWE-accredited school) has a Summer start date.

If you have selected the correct academic year, campus and program, the system should only show you the correct term.

Note: The Graduate School only allows correction of program or term once for free, so please choose carefully.

The MSW program operates on a cohort model, and only accepts students once per school year.

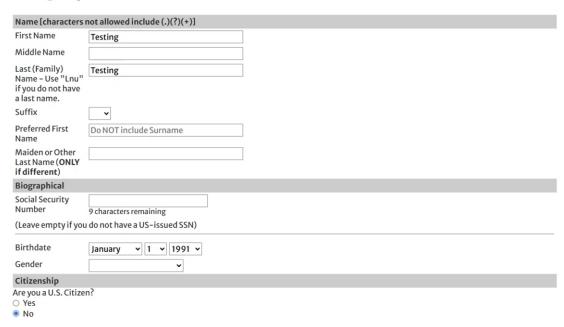
Are you interested in applying for a dual degree program?

Are you interested in applying for a dual degree program? Yes No
Which dual degree program?
NOTE: Current UGA MPH students who are applying for the dual MSW/MPH program should email sswadmin@uga.edu for instructions about intended term.
Continue

The Dual Degree option is only for Athens full-time students. We currently have a MSW/ Master of Public Health, a MSW with Juris Doctorate law degree, and an MSW/Master of Business Administration as our three dual degree options. You must apply to each master's separately and keep in close contact with your advisor. See this link to the Dual Degree Programs website for more information.

- 8. Click "Continue" button after each section.
 You are able to go back to all sections to make corrections or to add information before submitting your application.
- Biographical
 Except for "Preferred First Name", enter all information as listed on your legal documents. Click Continue.

Biographical

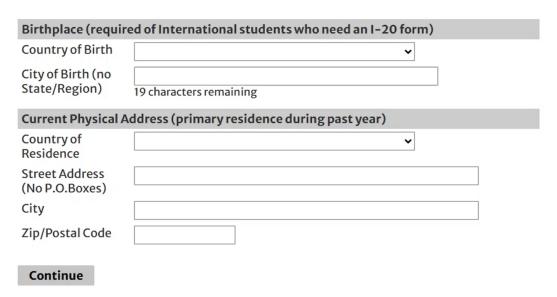


Your contact email address will be used for communications from the Graduate School, so please use an address that will not change and that you are able to check regularly.

10. Geographical

Enter all information as listed on legal your documents. Click Continue.

Geographical



11. Educational Background

Please read the instructions on this page of the application. Only unofficial transcripts are required for the application. Official transcripts will be requested after an applicant is accepted.

Educational Background

Please type, in English, the institution from which you received your Bachelor's degree FIRST followed by any other schools you attended, including any graduate level studies. You must enter all colleges or universities attended, regardless of whether the courses are required for admission or transferred to another institution. Also enter international institutions, non-degree programs, community colleges, and dual-enrollment programs during high school in which college credit was earned. Do not enter high schools below. Complete disclosure is required of all applicants.

We require UNOFFICIAL copies of all transcripts (with grades/marks) from all post-secondary institutions you have attended for university credit. Make sure these documents are readable and that they are not password-protected. If you are accepted into the program, we will then ask you to submit official copies. Only upload a transcript twice if it contains grades for multiple degrees from the same institution.

Institution

Degree

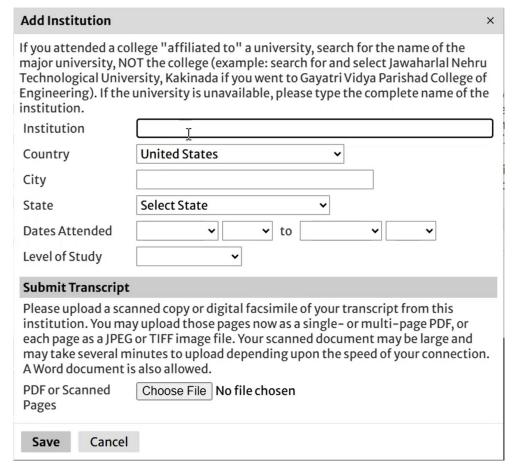
Dates Attended

Add Institution

Continue

Type in each college/university you have attended. Even if you only attended for dual enrollment or as a transient or transfer student, you should upload a transcript.

Click "Add Institution," type in the information and upload a PDF or scanned image of your transcript from that institution.



Click Continue.

12. Additional Information

Enter all the information on this page, and click Continue.

Additional Information

Grade Point Averages
List overall GPA from UNDERGRADUATE study (e.g. 3.5, 3.8)
If applicable, list overall GPA from GRADUATE study (e.g. 3.5, 3.8)
Prior UGA Enrollment
Have you previously applied to UGA Graduate Admissions after Summer 2014? Yes No
Have you ever attended UGA as an undergraduate student? Yes No
Have you ever attended UGA as a professional student? (e.g. JD, DVM, PHARMD) Yes No
Have you ever attended UGA as a graduate student? (Double Dawg pathway students should mark no.) ○ Yes ○ No
Financial Assistance

Important notes:

- For your GPA, list your correct overall GPA from your transcripts.
- Financial Assistance- Research your funding options early.
- Checking yes to "Do you wish to be considered for financial assistance from your academic program?" does not automatically enter you into any funding programs.
- Do you plan to pursue this program using TAP support? Only select yes if you are a full time benefits-eligible **employee of the University System of Georgia** who has successfully completed at least six (6) months of employment
 - *Please note: TAP policy states, "TAP participation will be granted on a space-available basis." The School of Social Work is not currently accepting University System of Georgia TAP applicants for the Master of Social Work Online program due to limited space-availability. We review USG TAP applicants for the Athens and Gwinnett programs on a space-available basis.

13. Test Scores

If you are submitting text scores, enter them here.

Test Scores

Not all programs require test scores for entry. Please check the academic program's website for test score requirements.

Please list any GRE, GMAT, LSAT, MAT, MCAT, PCAT, TOEFL or IELTS examinations that you have taken. Note: Scores self-reported here are unofficial and will be used only for informational purposes.

Official scores that have already been received and are already in your file at UGA will be listed as Verified and do not need to be added. Please do not enter information on any future tests that you have not yet taken, just remember to have them sent to us and they will show up as verified on your status page when we receive them.

If you do r	not have scores for certain sections, leave these sections blank.
Date ▼	Type
Add Test	

Continue

GRE Test Scores are not required for the UGA MSW application. Most applicants do not include them unless they've already taken the GRE for other programs, or they need to show that they have academic promise despite a low GPA. It does not count against you to not have GRE scores.

International Applicants may have language testing requirements, see the <u>Graduate School website</u> to determine if you need to provide those.

14. SSW Supplemental Application

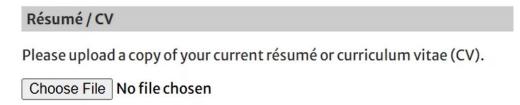
These are the areas that the School of Social Work adds to the standard Graduate School application.

SSW Supplemental Application

/our application ID number: 996212603
MSW program-specific requirements may be viewed here.
Résumé / CV
Please upload a copy of your current résumé or curriculum vitae (CV).
Choose File No file chosen
Practicum Statement Practicum Statement
A required portion of graduate social work education involves Practicum Education. As the signature pedagogy, Practicum Education is the heart of social work education. MSW students complete a total of 912 hours of practicum work throughout their program of study. The expectation is as follows per MSW Practicum Manual page (iii of Introduction):
Practicum education constitutes 18 credits of the 60 credits required to earn the MSW in the full program and 12 of the 40 credits in the advanced standin, program. The University of Georgia School of Social Work requires 312 clock hours at a human services organization for generalist practicum placement (3 credits each of two semesters) and 600 clock hours at an agency for specialization practicum placement (6 credits each of two semesters). Advanced tanding students complete the equivalent generalist practicum internship during their senior year of their BSW program so they complete only the specialization practicum hours during their MSW.
t is understood that some students are working full-time while pursuing their MSW, but due to the hours required to meet these requirements students should expect to make changes as needed. This may mean reduction or discontinuation of their work commitments to accommodate the Practicum students. Students may need to adjust their schedules to complete the field requirement satisfactorily. At this time there are no blacements that include all hours during evenings and/or weekends.
Please note that practicum internship placements are to take place within Georgia .
$understand\ these\ policies\ and\ requirements\ for\ practicum\ education.$
) Yes O No

Resume

Upload a Word or PDF document of your resume. In addition to your education and work experience, be sure to include details of your work experience in human service through paid, volunteer and internship experiences.



Practicum Statement

Read through this carefully before you click yes.

Please note that all of our program options have the same two years of practicum internship requirements. Online students must complete their internships in person within Georgia.

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Please note that practicum internship placements are to take place within Georgia.

I understand these policies and requirements for practicum education.

O Yes

O No

Personal Narrative Essay

Be sure to follow <u>narrative essay directions</u> exactly and take time to refine your essay before uploading it. The narrative essay is very important because it serves multiple purposes: to describe your motivation for becoming a social worker, to demonstrate understanding of the guiding principles associated with the profession, and to offer a graduate writing sample to the committee. Upload your final draft using the Choose File button and click Continue.

1) We are interested in knowing why you want to be a social worker. Describe your interest, motivation, and preparation for graduate study in social work. How has your coursework and/or life experiences motivated you to pursue a career in social work? What are your future career goals in the profession of social work (be sure to identify the specialization you find most interesting at this time)?

At the School of Social Work, we are committed to addressing Power and Oppression, promoting Social Justice, using Evidence-based practice, Advocacy, and celebrating Diversity, concepts we summarize with the acronym ProseAD (pronounced "proceed"). We are also guided by the NASW Code of Ethics. Using these frameworks, please answer questions 2 and 3.

- 2) How will you use your MSW degree to pursue ProSEAD, based on your career goals and intended specialization area?
- 3) In the profession of social work, we value the ability for helpers to be open to others and different perspectives. Tell us about a time when you were challenged to think differently. What did this experience change about you or how you approach people who are different than you?
- 4) Optional: Do you have any additional information, not shared elsewhere in this application, that you would like for us to consider when reviewing your application?

Choose File No file chosen

Continue

15. Recommendations

Enter the names and contact information for recommenders here. An email request with a secure link will be sent from the Graduate School to each recommender IMMEDIATELY, even if you haven't hit the final submit button.

Recommendation Letters

You will not be able to add recommenders once your application has been submitted. Be sure to complete this section before you submit your application, if your program requires recommendations.

Please enter the name and contact information of your recommenders. Recommenders should not be family members or friends. Most degree-seeking programs require at least three letters of recommendation. Most non-degree and certificate programs do not require any letters. Please check your program's website for requirements.

FERPA Information: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf, unless at least one of the following is true: 1. The institution does not save recommendations post-matriculation. 2. You waive your right to access below, regardless of the institution to which it is sent. In addition, your recommender will see what option you have selected to determine their choice of submitting the recommendation or not. Once sent to a recommender, your FERPA selection cannot be altered. However, you are permitted to exclude that recommender and re-add them with a different FERPA waiver selection.

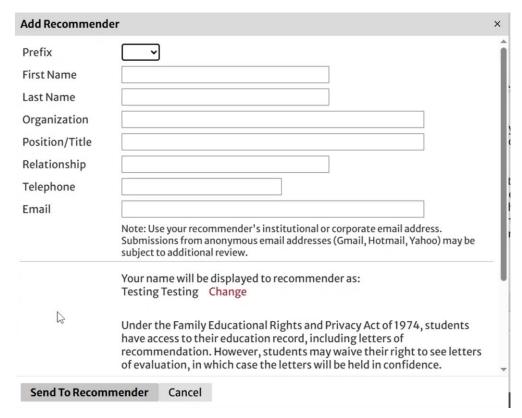
If you wish to send a reminder, click the Edit link next to the relevant name of the letter writer.

Name

Status

Add Recommender

The School of Social Work requires three letters of recommendation. At least one should be academic (more if you are a recent graduate). Other recommenders can be supervisors, directors, or club advisors. Do not use friends or family members.



This section asks if you waive your right to access the letter. The MSW Admissions committee prefers that you select "I waive my right to access this report".

Add Recommender		×	
Relationship		^	
Telephone			
Email			
	Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.	_	
	Your name will be displayed to recommender as: Testing Testing Change	ı	
	Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. We waive my right to access this report.		
	In place of your signature, please type your full legal name:		
Upon sending this form to your recommender, you will no longer be to change your decision about whether to waive your right.		Ĵ	
Send To Recomm	ender Cancel		

Once the recommender completes the form and attaches a letter, they will be included in your application for admission. MSW admissions will be able to view the submitted forms and letters of recommendation in the application portal. You can view whether a letter has been received and re-send notification emails to your recommenders via your Status Portal.

16. Employment

Enter your employment history. Click Add Employer to add each employer's information individually, clicking Save after each one. Click Continue when you are done.

Employment



Emplo	Add Employer		×
Lilibit	Organization Name		ן
Your job histor	Country	United States 🔻	a
Organization	City		
Add Employer	State	Select State 🗸	
Continue	Dates of Employment	v to Present v	
	Starting Position		
	Ending Position		
	Description		٦
			Ш
	Reason for		1
Apply I	Leaving (50 words		╛
Арріуї	maximum)		
Give			
Give	Save Cancel		
			- 12

17. Honor Code and Privacy Policy

Read the honor code carefully. Type your full name in place of your signature, and click Confirm.

Honor Code and Privacy Policy

 $ALL \ applicants \ must \ read \ and \ sign \ the \ following \ section \ in \ or \ der \ to \ complete \ the \ Application \ for \ Admission \ to \ the \ University \ of \ Georgia:$

By my signature below, I understand that I am subscribing to the University of Georgia's Honor Code and agreeing to be bound by such in the event that I am admitted and subsequently erroll as a student at the University. Upon admission, I acknowledge that the University's Student Code of Conduct defines me as a student from that time forward and I am held to the standards contained therein. I understand that, until I enroll, I have a continuing obligation to update the information submitted to the University in my Application for Graduate Admission. I further attest that to the best of my knowledge all of the information I have supplied in this application, or will subsequently submit, is complete and accurate and that any omission or misrepresentation will invalidate any further consideration or subsequent admission. Additionally, I understand and agree that I will be bound by the University's regulations concerning admission requirements, including all application and enrollment deadlines. I will be academically honest in all of my academic work and will not tolerate the academic dishonesty of others. Finally, I understand that the application processing fee is non-refundable.

I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution. Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

All personal data and special categories of sensitive personal data collected or processed by the USG must comply with the USG Cybersecurity Plan, as authorized by the Board of Regents Policy Manual.

In place of your signature, please type your full legal name:			
Confirm			

18. Payment Selection

Complete the payment section. Applications are not considered complete until the application fee is paid. The UGA Graduate School requires an application fee to help fund the application portal and application processing. This fee is not assessed by the School of Social Work. The fee for your first application is \$75. Each additional application is \$25. United States Active Military, Reservists or Veterans can upload documentation for a fee waiver.

Payment Selection

While you will not actually be taken to the payment page at this point, we need to know how you plan to pay in order to present you with the correct payment options after your application is submitted. After you submit your application you will be able to pay via credit card or upload a waiver at the bottom of this form.

Refund Policy

All payments to UGA Graduate Admissions are final and non-refundable immediately upon submission. An applicant may submit a one-time request to change a matriculation term as long as the request occurs prior to the start of the original semester of matriculation. After the original semester of matriculation has begun, the application must submit a new application and application fee to be considered for a future semester. By continuing with this payment, you have agreed to be bound by these requirements.

I agree to the terms and conditi	ons outlined in the Refund Policy shown above
○ Yes	
○ No	D
Continue	

19. Crucial Data

Check that the information on the Crucial Data page is correct.

Crucial Data Review

In order to best process your application and match relevant records, we ask that you take a second look at the important data shown below. If any of this data is inaccurate, please return to the relevant page(s) and make corrections, as needed, and click Continue. **Email Address** allicat2911@hotmail.com First Name Testing Middle Name Last Name Co. Testing Birthdate v 1 v 1991 v January Last 4 of Social Security Number (if applicable) Verification* 🗆 I have verified that I am using my full, legal name, correct date of birth, and all other information as listed above and am ready to submit my application. Continue

20. Review and Submit

Review your application carefully before clicking submit. Any corrections that need to be made will be listed here. Once you have checked all of your information, click submit.

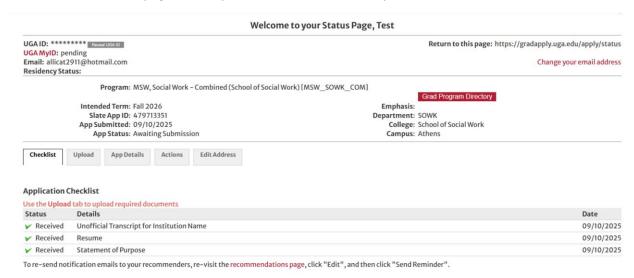
Review and Submit

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application Save for Later

21. Status page

After you submit your application, you will see your application status page. Along the bottom, there is a link to the recommendations page, where you can send reminders to your recommenders.



If you have any questions as you go through the application, we're here to help! Email MSW Admissions at sswadmin@uga.edu.