

**Application Form
Master of Social Work
Minnesota State University, Mankato**

Instructions: Read all parts of the application carefully. Please type or print neatly. Complete the information below and submit this form with all required documents to the Department of Social Work to be considered for admission. Place a checkmark "✓" in the box by either the 'Local Address' or 'Permanent Address' to use for formal correspondence. If your contact information changes, please notify us immediately.

I. GENERAL INFORMATION

Name

Applicant # for office only

Last

First

Middle

☐ **Temporary/Current Address**

Street/Box/Apt

City

State

Zip

☐ **Permanent Address** (If different from current address)

Street/Box/Apt

City

State

Zip

Telephone numbers:

Home: ()

Work: ()

Cell: ()

Email Address:

Application for Admission to: (Check the preferred program and indicate a starting year.)

☐ Traditional 2-Year Program Beginning in: Fall Semester (Yr) _____

☐ Advanced Standing 1-Year Program* Beginning in: Summer Semester (Yr) _____

Note: To be eligible for the Advanced Standing program, you must **hold a bachelor's degree in social work** from a CSWE accredited program in order to enroll.

For Department Use Only

- | | |
|---|------------|
| <input type="checkbox"/> Documents received from Graduate Studies Office | Date _____ |
| <input type="checkbox"/> Application forms reviewed by MSW Graduate Coordinator | Date _____ |
| <input type="checkbox"/> Application forms reviewed by MSW Admissions Committee | Date _____ |
| <input type="checkbox"/> Admission Recommendation Sheet Completed | Date _____ |
| <input type="checkbox"/> Decision _____ | Date _____ |

II. ACADEMIC INFORMATION

Instructions: Please provide information related to your academic readiness for admission to the MSW program. Applicants to the MSW program are required to demonstrate that they have attained a bachelor's degree from an accredited higher education institution with a grade point average of 3.0 on a 4 point scale. We will review the transcripts you submit to the College of Graduate Studies and Research to verify your degrees, grades, and coursework. *Do not send additional copies of transcripts to the Department for Social Work with this form.*

A. Previous College Coursework and Degree(s):

List all academic institutions beginning with most recently attended. Record your major and degrees. If you took college credit at an institution, but you did not earn a particular certificate or degree, record "general studies" under major and degree columns.

College/University Name	City/State	Dates Attended	Major/Minor	Degree/Certificate Earned & Yr	GPA
		From: To:			
		From: To:			
		From: To:			
		From: To:			

B. Prerequisite Coursework

Place a checkmark "✓" in the boxes that apply. You may be asked to submit further documentation about these courses and they must also be recorded on your official transcripts.

- ☐ I have completed at least 21 college semester credit hours in the social and behavioral sciences.
- ☐ I have completed a college-level course that included content in human biology. (This course could be a biology, anatomy, or related department course.)

Course Number: _____ Course Name: _____

College/University Taken: _____ Year Taken: _____

- ☐ I have completed a college-level statistics course. (This course could be a statistics course taken in mathematics, sociology, psychology, or another related department.)

Course Number: _____ Course Name: _____

College/University Taken: _____ Year Taken: _____

C. Transfer Credits

You will be required to submit documentation for any courses or credits you request be evaluated for allowable transfer credit. Contact the MSW Admissions Coordinator. See policy on transfer credits.

III. FORMS AND LETTERS OF RECOMMENDATION

Instructions: Submit three forms and letters of recommendation provide by persons who have knowledge of your professional and/or academic skills, and who can address the characteristics listed on the recommendation forms. These should not be personal recommendations or those from family or friends. See recommendation instructions on forms at the end of this document (pp. 20-21). Submit these three forms and letters along with the other parts of your application to the Department of Social Work.

IV. PROFESSIONAL STATEMENT

Instructions: As a successful applicant to the MSW program, you must submit a well-written professional statement that:

- Identifies and assesses your strengths and challenges as a learner and as a future or continuing social work professional;
- Reflects upon qualities consistent with the core values of the social work profession;
- Demonstrates your motivation to acquire the knowledge and skills needed for advanced generalist social work practice;
- Illustrates evidence of leadership and professional development as reflected through professional activities and experiences; and,
- Addresses specific professional goals and how this Advanced Generalist MSW program will assist you in achieving them.

You may wish to refer to the Department's Web page and the NASW Code of Ethics before you write your essay. This essay should be 3-4 pages in length, based upon double-spaced type-written script in 12- point font with 1- inch margins.

V. SOCIAL SERVICES EXPERIENCE & RESUME

Instructions: In the table provided on the next page, please provide the dates, hours, type of work, organizations, and brief descriptions of your most relevant paid social service work and/or significant volunteer social service or social work experiences, listing the most recent first. Note that no graduate college credit can be given for previous work or experiences, but this information is used as a component of the application for admission. Please also *attach a current professional resume* to your application packet.

Applicant Name: _____

SOCIAL SERVICES EXPERIENCE TABLE

Begin M/Yr - End M/Yr	Hours worked per Month	P=Paid, I=Intern, V=Volunteer	Organization Name, City, State	Title & Brief Description of Experience

(NOTE: Rows can be added to table if used electronically in MS Word format.)

APPLICATION CHECK-LIST

Use this section to ensure that you have compiled the required documents to complete your application. Please include this signed application form and all supporting documents in the order listed and send to the Department of Social Work in one envelope when submitting your materials.

Part I (To College of Graduate Studies)

- ☐ I have submitted the Application for Graduate Studies and the \$40.00 fee to the College of Graduate Studies at Minnesota State University, Mankato.
- ☐ I have requested transcripts be sent to the College of Graduate Studies.
- ☐ I have completed the immunization form.

Part II (To Department of Social Work)

- ☐ I have completed and signed the Department of Social Work MSW Application Form.
- ☐ I have included a Professional Statement.
- ☐ I have included a Professional Resume.
- ☐ I have included three Recommendation Forms and Letters in sealed and signed envelopes.

Send the MSW Application Form along with all required documents to the Department of Social Work postmarked no later than January 31, 2008 for priority admission. Applications will be accepted until March 31, 2008 or until spaces available in the cohort are filled. You will be notified by email when your application file is complete and ready for review. Formal letters about admission decisions will be mailed from the Department and the College of Graduate Studies and Research. If admitted, you will be required to notify us in writing of your intent to accept the offer of admissions.

APPLICANT SIGNATURE

- I understand that I am applying to a MSW program that has not yet been fully accredited by the Council on Social Work Education.
- I understand that my signature indicates that I have thoroughly reviewed all components of my application and to the best of my knowledge my application is accurate and complete.
- Please consider me for admission to the MSW program at Minnesota State Mankato.

Applicant Signature

/ Date