

Date Rec'd (for office use only)

**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 by January 31 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, it is your responsibility to notify our office.

**I. GENERAL INFORMATION**

**Name**

Applicant # (for office use 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:**

**Applying for Admission to:** (Check the program to which you are requesting admission.)

- Advanced Standing MSW Program (32-credits, 1-year) beginning Summer 2009
- Traditional MSW Program (60-credits, 2-years) beginning Fall 2009

**For Department Use Only**

- Documents received from Graduate Studies Office Date \_\_\_\_\_
- Reviewed by MSW Graduate Coordinator Date \_\_\_\_\_
- Reviewed by MSW Admissions Committee Date \_\_\_\_\_
- Admission Recommendation Sheet Completed Date \_\_\_\_\_
- Decision \_\_\_\_\_ Date \_\_\_\_\_

## II. ACADEMIC INFORMATION

**Instructions:** Provide information related to your academic readiness for admission to the MSW program. Applicants to the MSW program need to demonstrate that they have attained a bachelor's degree from an accredited higher education institution with a cumulative grade point average of 3.0. If your GPA is less than 3.0 please attach an explanation for consideration. If you have graduate level work, please indicate your GPA separately for graduate coursework. Transcripts submitted to the College of Graduate Studies and Research will be used to verify this information. You do not need to send additional copies of transcripts to the Department for Social Work with this form.

### A. Previous College Coursework and Degree(s):

**Instructions:** List all higher education institutions attended beginning with most recent first. Record your GPA from that institution, major, and degrees. If you took college credit at an institution, but you did not earn a particular degree, you may indicate "general studies." Indicate if study was taken at the graduate credit.

College/University	City, State	Dates Attended: Month / Year	Major/Minor Use "G" to indicate graduate coursework	Degree Earned	Cum. GPA
		From: / To: /			
		From: / To: /			
		From: / To: /			
		From: / To: /			

### B. Prerequisite Coursework:

**Instructions:** Place a checkmark "✓" in the boxes that apply. These courses must be recorded on official transcripts or you will be required to submit further documentation to verify these courses.

I have completed 21 college semester credit hours in the social and behavioral sciences.

I have completed a college-level course that included content in human biology.

College/University: \_\_\_\_\_ Year Taken: \_\_\_\_\_ Grade earned: \_\_\_\_\_

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

I have completed a college-level statistics course (not "research methods").

College/University: \_\_\_\_\_ Year Taken: \_\_\_\_\_ Grade earned: \_\_\_\_\_

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

**C. Advanced Standing Students ONLY:**

*If you are applying to the advanced standing program, please also include the following information:*

1. Undergraduate Social Work Major GPA: \_\_\_\_\_

2. Field Education/Practicum Site for your undergraduate Social Work degree:

Agency: \_\_\_\_\_ City, STATE: \_\_\_\_\_

**D. Transfer/Substitution of Graduate Credits**

**Instructions:** *If you are admitted and wish to transfer or substitute credits, you will be required to submit documentation for any credits you request be evaluated for allowable substitution credit. No more than 10 credits taken at the graduate-level can be transferred or substituted; see policy on transfer credits. Contact the MSW Admissions Coordinator if you have further questions. Below list the course(s) you would like to have evaluated if you are admitted. This is not the formal request process, but a way of indicating that you are interested in a future evaluation of credits.*

College or University	Dept	Course Number	Course Name	Graduate Credits

**III. FORMS AND LETTERS OF RECOMMENDATION**

**Instructions:** *Submit three forms and letters of recommendation provided by persons who have knowledge of your professional and/or academic skills and who can address the characteristics listed on the recommendation forms with respect to your interest in obtaining a MSW degree. Preferred sources are from supervisors and/or instructors. These should not be personal recommendations or those from family or friends. Submit these three forms and letters along with the other parts of your application to the Department of Social Work. Recommenders SHOULD NOT send their forms and letters to the Department independently. They should return them to you in sealed and signed envelope to be included with Part B of the application to the Department of Social Work. See recommendation instructions on forms at the end of this document. Note that you must sign the top portion of the forms for them to be valid.*

#### IV. PROFESSIONAL STATEMENT

**Instructions:** Write and submit a well-written professional statement that includes discussion of the following areas. You may wish to refer to the MSW Program web site and the NASW Code of Ethics before you write your essay. This essay should be 4-5 pages in length, based upon double-spaced type-written script in 12- point font with 1- inch margins.

Profession statement areas:

- Identify and assess your strengths and challenges as a learner and as a future or continuing social work professional;
- Reflect upon your qualities consistent with the core values of the social work profession;
- Demonstrate your motivation to acquire the knowledge and skills needed for advanced generalist social work practice;
- Illustrate evidence of leadership and professional development as reflected through professional activities, training, education, and social services experiences; and,
- Address your specific professional goals and discuss how this Advanced Generalist MSW program will assist you in achieving them.

#### V. PROFESSIONAL RESUME and SOCIAL SERVICES EXPERIENCE

**Instructions:** Please include a current professional resume with your application packet. 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 or related employment 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 indicate the date you began and ended your involvement for each experience listed. Please calculate the number of hours engaged in the non-paid volunteer or internship experiences and the number of months worked for full-time or part-time social services or related employment. Record the calculations on this page in the spaces provided below.

##### A. Volunteer and Internship Experience Totals:

Significant, ongoing volunteer opportunities and for-credit internship experiences in social services or related areas should be calculated using hours of service.

1. Hours of significant, on-going volunteer service = \_\_\_\_\_ hours
2. Hours of credit earning social service or social work internship service = \_\_\_\_\_ hours

##### B. Employment Experience Totals:

When completing the table full-time (FT) employment should be calculated at 40 hours per week worked with a year equally no more than 52 weeks or 12 months, while part-time (PT) employment entries should clearly indicate the average number of hours worked per week.

1. Months of paid social services full-time employment = \_\_\_\_\_ months FT
2. Months of paid social services part-time (\_\_\_\_\_/week) employment = \_\_\_\_\_ months PT



Use this page to verify that you have compiled the required documents to complete your application and they are being sent to the appropriate offices at the University.

### APPLICATION CHECK-LIST

#### **Part A (To College of Graduate Studies and Research):**

- Application for Graduate Studies and submitted the \$40.00 fee.
- Requested transcripts have been sent to the College of Graduate Studies and Research.
- Completed the immunization form.

#### **Part B (To Department of Social Work):**

- Completed and signed the MSW Application Form.
- Included a Professional Statement.
- Included a Professional Resume.
- Included three Recommendation Forms and Letters in sealed and signed envelopes.

*Include this signed application form and all supporting documents and send to the Department of Social Work in one envelope. Send the MSW Application Form along with all required documents to the Department of Social Work postmarked by January 31, 2009 for admission consideration. 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 VERIFICATION

- I understand that I am applying to a MSW program that has not yet been fully accredited by the Council on Social Work Education, but is in candidacy.
- Please consider me for admission to the MSW program at Minnesota State Mankato.
- 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.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*/ Date*