Myron B. Thompson School of Social Work  
Master of Social Work (MSW) Program  
APPLICATION INSTRUCTIONS for Fall 2018 Admission  

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

For detailed information on the School, MSW curriculum, MSW admission criteria, UH Mānoa tuition and fees, and financial aid, please refer to the Myron B. Thompson School of Social Work Bulletin (http://www.hawaii.edu/sswork/bulletin.html) and website (http://www.hawaii.edu/sswork).

New students are admitted only for the fall semester.

APPLICATION DEADLINE*  
February 1, 2018 (Mānoa campus-based option only)  
No Distance Education admission in 2018.

ALL application materials must be submitted in person or postmarked by the deadline.

* New JD-MSW dual degree applicants – refer to the JD-MSW Dual Degree Form for deadlines.

MSW ADMISSION REQUIREMENTS  
To be considered for admission to the MSW program, applicants must:

1. Hold a bachelor’s degree from a regionally accredited U.S. college or university or its equivalent from a recognized foreign institution of higher learning. The standards of the foreign degree in question must be equivalent in both the distribution of academic subject matter and in scholarship achievement requirements to those maintained at the University of Hawai‘i.

2. Have a scholarship record in undergraduate and post-baccalaureate work, if any, that indicates potential for professional social work graduate study. Grades attained in the last four semesters, the major, and post-baccalaureate work are important considerations. Applicants are required to have a minimum grade point average of 3.0 (or its equivalent) to be eligible for consideration.

3. Have a background in the liberal arts. Students admitted with an identified deficiency in a liberal arts area must fulfill the requirement by the end of their first semester in the MSW program.

4. Provide evidence of personal qualifications, social work, and/or related experiences, motivation, and interest that indicate potential for successful graduate social work education and professional practice.

In addition, all MSW applicants must meet the standards of the UH Mānoa Office of Graduate Education for admission to the University (see http://manoa.hawaii.edu/graduate/content/admissions-standards).

TO APPLY - Applicants must submit two (2) separate applications by February 1st:

(1) Application to the UH Mānoa Office of Graduate Education for admission to the University.

See http://manoa.hawaii.edu/graduate/content/prospective-students or contact the UH Mānoa Office of Graduate Education – Student Services at (808) 956-8544 or graduate.education@hawaii.edu for UH Mānoa Graduate Admissions application, requirements, and instructions. Items to be submitted to the Office of Graduate Education include a completed Graduate Admissions Application, one copy of official transcripts from every college and university attended, GRE and/or TOEFL/IELTS test scores (if applicable), and an application fee.

Submit UH Mānoa Graduate Admissions application materials to:
UHM Office of Graduate Education Student Services, 2540 Maile Way, Spalding Hall 353B, Honolulu, HI 96822.

(2) Application to the Myron B. Thompson School of Social Work for admission to the MSW program, including supporting documents according to the instructions provided below.

MSW application forms and instructions may be requested from the MSW Admissions Office (Gartley 203, sswadmit@hawaii.edu, 808-956-3833) or downloaded from http://www.hawaii.edu/sswork/msw-forms.html.

Submit MSW program application materials in hard copy (in person or by mail) to:
University of Hawai‘i at Mānoa, Myron B. Thompson School of Social Work, MSW Admissions Office, 2430 Campus Road, Gartley Hall 203, Honolulu, HI 96822.

Do not submit MSW program application documents electronically or to the Office of Graduate Education.

An application fee is charged only by the UH Mānoa Office of Graduate Education; however, both applications require their own set of official transcripts.
REQUIRED MSW APPLICATION MATERIALS to be submitted to the Myron B. Thompson School of Social Work:
Make sure that your full name is on each document.

- **School of Social Work MSW Admission Application Form** for admission to the MSW Program
- **Statistical Information Form**
- **Liberal Arts Background Form**
- **Resume** (according to guidelines provided)
- **Personal Statement** addressing the areas identified in the guidelines provided
  
  *Do not* use the UH Mānoa Office of Graduate Education’s Statement of Objectives Form.
- **Official transcripts** from *every* college and university attended in sealed and signed envelopes.

  **Exceptions:**
  1. Official transcripts are not required for courses taken within the University of Hawai‘i system.
  2. JD-MSW dual degree applicants — Refer to the JD-MSW Dual Degree Form for a possible exception to this requirement.

  **Please note that separate official copies of transcripts must also be sent to the UHM Office of Graduate Education.**

- **Non-traditional grading:** If more than 25 percent of an applicant’s undergraduate course work was graded under a nontraditional grading system (e.g., pass/fail, credit/no credit, S/U, etc.), transcripts must be accompanied by official course performance reports (i.e., faculty evaluations) and GRE scores must be submitted to the UH Mānoa Office of Graduate Education (see below and [http://manoa.hawaii.edu/graduate/content/documentation-requirements](http://manoa.hawaii.edu/graduate/content/documentation-requirements)).
- **Official transcripts** from every college and university attended in sealed and signed envelopes.

- **Three (3) completed MSW Letter of Recommendation Forms** in sealed envelopes with the recommender’s signature across the seal of the envelope. **Please note:** Letters received without a completed reference form or improperly sealed and/or unsigned will be considered **invalid** for admission purposes.
- **Advanced Standing applicants:** For additional requirements and criteria, refer to the Supplemental Information for MSW Advanced Standing Applicants - ADVANCED STANDING CRITERIA AND INSTRUCTIONS.
- **JD-MSW Dual Degree applicants:** Applicants to the JD-MSW Dual Degree program with the William S. Richardson School of Law must also submit the **JD-MSW Dual Degree Form** with their MSW application.
- **School of Social Work MSW Financial Aid Application (optional)**

Submit completed School of Social Work MSW application and associated required materials to:

University of Hawai‘i at Mānoa  
Myron B. Thompson School of Social Work  
MSW Admissions Office  
2430 Campus Road, Gartley Hall 203  
Honolulu, HI 96822

Do not submit MSW program application documents electronically or to the Office of Graduate Education.

Standardized tests — to be submitted to the UH Mānoa Office of Graduate Education, if required:

- **The Graduate Record Examination (GRE)** is required **ONLY IF** more than 25 percent of an applicant’s undergraduate course work was graded under a nontraditional grading system (e.g., pass/fail, credit/no credit, etc.). If required, GRE general test scores must be submitted to the UH Mānoa Office of Graduate Education and cannot be more than five years old. See [http://manoa.hawaii.edu/graduate/content/standardized-exams](http://manoa.hawaii.edu/graduate/content/standardized-exams).

- **International Students:** The Test of English as a Foreign Language (TOEFL) or International English Language Testing (IELTS) is required for most international applicants. A **minimum TOEFL score of 560 on the paper-based test or 83 on the internet-based test** is required. **An overall band test score of 6.5 is required on the IELTS.** TOEFL or IELTS scores must be submitted directly to the UH Mānoa Office of Graduate Education Student Services and cannot be more than two years old. See [http://manoa.hawaii.edu/graduate/content/international-students](http://manoa.hawaii.edu/graduate/content/international-students).

**DEADLINE for submission of ALL application materials: FEBRUARY 1st (Mānoa campus-based option only)**

Reminder: No Distance Education (DE) admissions in 2018.

New JD-MSW dual degree applicants: Refer to the **JD-MSW Dual Degree Form** for deadlines.

**Only complete applications will be reviewed for admission by the MSW program. Applications are not considered to be complete until both the UH Mānoa Office of Graduate Education and the School of Social Work MSW application and all required supporting documents have been received. It is each applicant’s responsibility to submit all required materials to the appropriate offices by the application deadline.**
Please collect and submit all MSW application materials as a single packet. It is also a good idea to retain copies of all documents submitted and to ask your references to retain a copy of their letters of recommendation as well. If you will be mailing your application, we suggest that you use registered or certified mail. We will notify you after your completed application packet is received.

Applications are reviewed by the MSW program in the order that they are completed. We urge applicants to submit applications at the earliest possible time. Late applications may be considered if capacity has not been reached and if time allows.

Notification of admission decisions will be by mail from the UH Mānoa Office of Graduate Education.

Applicants seeking School of Social Work administered financial aid must meet the Feb. 1st admission application deadline and submit the MSW Financial Aid Application and any required attachments by Feb. 1st.

INSTRUCTIONS FOR SPECIFIC APPLICATION MATERIALS

UH MĀNOA GRADUATE ADMISSIONS APPLICATION AND FEE – for admission to the University

Questions regarding the Graduate Admissions application should be addressed to the Office of Graduate Education Student Services at (808) 956-8544, graduate.education@hawaii.edu, or Spalding Hall 353B.

Required application materials include:
- Completed Graduate Admissions Application
  Read carefully to ensure that you are applying for the correct semester.
- Application fee
- One official transcript for each post-secondary institution attended, excluding UH system campuses
- Other required materials (if any – see http://manoa.hawaii.edu/graduate/content/documentation-requirements)

You do not need to complete the UHM Office of Graduate Education “Statement of Objectives” form.

For complete UH Mānoa Graduate Admissions application, requirements, and instructions, see http://manoa.hawaii.edu/graduate/content/prospective-students or contact the Office of Graduate Education Student Services.

Submit materials to:
UHM Office of Graduate Education Student Services, 2540 Maile Way, Spalding Hall 353B, Honolulu, HI 96822.

DO NOT MAIL UH MĀNOA GRADUATE ADMISSIONS APPLICATION AND RELATED MATERIALS TO THE SCHOOL OF SOCIAL WORK,
and

DO NOT SUBMIT MSW PROGRAM APPLICATION DOCUMENTS TO THE OFFICE OF GRADUATE EDUCATION.
The Office of Graduate Education online application system refers to submitting program application materials using their Graduate Application Supplemental Documents Upload Website and directs applicants to check with their selected graduate program for their preferred method of document submission. All MSW program application materials must be submitted in hard copy directly to the SW Admissions/Student Services Office. The Graduate Application Supplemental Documents Upload Website is a new system and not yet available for MSW program applicants.

International applicants: Please refer to http://manoa.hawaii.edu/graduate/content/international-students for any additional requirements. The “Confidential Financial Statement for International Applicants” must be completed and submitted to the Office of Graduate Education Student Services. TOEFL or IELTS scores must also be submitted directly to the Office of Graduate Education Student Services. A minimum TOEFL score of 560 on the paper-based test or 83 on the internet-based test is required. An overall band test score of 6.5 is required on the IELTS. The Educational Testing Service (ETS) code for UH Mānoa is 4867. Test scores cannot be more than two years old.
SCHOOL OF SOCIAL WORK MSW APPLICATION MATERIALS – for admission to the MSW Program

Questions regarding the MSW program application should be addressed to the Department of Social Work Admissions/Student Services Office at (808) 956-3833, ssadmit@hawaii.edu, or Gartley Hall 203.

- **APPLICATION FOR ADMISSION – MSW PROGRAM**
  Read carefully and complete according to the instructions on the form.

  Application will not be accepted without your *written signature* at the bottom of the 2nd/back page.

  Advanced Standing applicants: Review Supplemental Information for MSW Advanced Standing Applicants - ADVANCED STANDING CRITERIA AND INSTRUCTIONS before selecting this option. Advanced Standing applicants will be considered for Advanced Standing as their first choice and will automatically be considered for the regular program as a second choice if not approved for Advanced Standing.

  SPECIALIZATION INTERESTS: Specialization selections are requested for planning purposes only and do not commit the student or the program to the specializations selected on this form.

  FULL-TIME or PART-TIME: Your intent to enroll under a full-time or part-time schedule in the Mānoa campus-based option is used for planning purposes only. If accepted, you may choose to enroll in a two-year, three-year, or four-year program at the Mānoa campus (or one-year if accepted with Advanced Standing).

  *Note*: UH Mānoa considers 8 credits in a semester to be a minimum full-time graduate student course load (ex. for financial aid eligibility). **However**, MSW students take 12-15 credits per semester in order to graduate under the two-year regular program or one-year Advanced Standing option, 9-12 credits/semester for the three-year schedule, or 6-9 credits/semester for a four-year academic plan.

  EXPLANATION OF ACADEMIC RECORD: If your academic record requires additional explanation, there is a place on the application form to describe circumstances or reasons why you believe that your past academic record may not appropriately reflect your understanding of the subject content and/or your current and future ability to succeed academically in the MSW program.

- **STATISTICAL INFORMATION FORM**
  Required from all applicants for statistical reporting purposes.
  This form is permanently separated from your application before review.

- **LIBERAL ARTS BACKGROUND FORM**
  For each category, at least one course w/ a grade of “C” or better must be filled in.
  (“See transcript” is not an acceptable response.)

- **RESUME**
  See MSW APPLICATION RESUME GUIDELINES for preferred format and required information.

- **PERSONAL STATEMENT**
  Must address the areas identified in the guidelines provided.

  Advanced Standing applicants, see the Supplemental Information for MSW Advanced Standing Applicants - ADVANCED STANDING CRITERIA AND INSTRUCTIONS and follow the personal statement guidelines for Advanced Standing applicants.

  All other applicants, follow the MSW APPLICATION PERSONAL STATEMENT GUIDELINES.

- **OFFICIAL TRANSCRIPTS**
  An official transcript is required from every college and university attended, even if the credits appear as transferred credits on your records at another institution and regardless of the number of credits earned or the length of time attended. Official transcripts are original documents issued by the college or university that bear the signature of the registrar and the embossed seal or official stamp of the issuing institution. Request that
official transcripts be sent directly to you in sealed envelopes with the registrar’s signature or stamp across the sealed flap. Include the unopened envelopes with your application.

Exceptions:
1. You do not need to request official transcripts for courses taken within the UH system; the UH Mānoa Office of Graduate Education is able to obtain your UH academic records internally. This includes community college transcripts under the UH System. But if you took any classes outside of the UH system, official transcripts are required.
2. JD-MSW dual degree applicants do not need to submit official transcripts to the MSW program unless additional courses have been completed at a non-UH system college or university since applying to the JD program at the William S. Richardson School of Law (refer to the JD-MSW Dual Degree Form).

Please note that the Office of Graduate Education and the MSW program applications are separate, and each requires its own set of official transcripts (for non-UH system courses only, as described above).

Non-traditional grading: If more than 25 percent of your undergraduate course work was graded under a nontraditional grading system (e.g., pass/fail, credit/no credit, S/U, etc.):
1. Transcripts must be accompanied by official course performance reports (i.e., faculty evaluations); and
2. You must take the general test of the Graduate Record Examination and submit results to the UH Mānoa Office of Graduate Education. See http://manoa.hawaii.edu/graduate/content/standardized-exams.

Applicants who are still in their undergraduate programs are eligible to apply for Fall 2018 admission to the MSW program as long as their bachelor’s degree will be completed before the start of the Fall 2018 term and must submit transcripts that include the grades from the first term (e.g., quarter or semester) of their senior year. If admitted, final transcripts verifying bachelor’s degree completion will be required at a later date.

- LETTERS OF RECOMMENDATION

Three (3) Letter of Recommendation forms are required from individuals who can attest to your qualifications for this program. The MSW Letter of Recommendation Form must be completed by each recommender. Current/former college instructors and professional social workers who have supervised you are preferred recommenders. You may also include practicum instructors and academic advisors. In lieu of those options, other appropriate recommenders might include current/former employers, supervisors, or professional supervisors, or professional colleagues. DO NOT USE PERSONAL FRIENDS OR RELATIVES.

For each of your recommendations, complete the applicant section in the box on the cover page of the Letter of Recommendation form. If you wish to waive your right to access the recommendation, sign in the space indicated. Give each of your recommenders the MSW Letter of Recommendation form and an envelope addressed to you. Ask each recommender to complete the form, sign it, seal it in the envelope, sign their name across the sealed flap, and return the sealed and signed envelope to you. Include the three signed, sealed envelopes in your application packet. Recommendations received without a completed Letter of Recommendation form or improperly sealed and/or unsigned will be considered invalid for admissions purposes.

We strongly suggest that the people who write your recommendations retain a copy of their Letter of Recommendation form for their records.

Letters of Recommendation are kept on file for two years but can only be reused with written consent from the recommender.

- SCHOOL OF SOCIAL WORK MSW FINANCIAL AID APPLICATION FORM

The School of Social Work administers a limited number of financial aid awards, which are described in the MSW Financial Aid Award Descriptions. If you wish to be considered for any of these awards and you meet the stated criteria, the MSW Financial Aid Application form and other required documents (as applicable) must be submitted by February 1st. Applicants must also meet the February 1st admission application deadline in order to be considered for a school-administered MSW financial aid award.

Information on more comprehensive forms of financial assistance (including loans) can be obtained from the UH Mānoa Financial Aid Services Office (http://www.hawaii.edu/fas). Applicants who are in need of financial
assistance should seek aid from as many different sources as possible and be aware of their deadlines. If you need an admission decision by a certain time, make sure to get your application in early.

For more information on Financial Aid, refer to the School of Social Work Bulletin or website.

Common MISTAKES -> and how to avoid them

1. Transcripts sent only to the Office of Graduate Education or only to the School of Social Work —> Remember that official transcripts must be sent to both the UH Mānoa Office of Graduate Education Student Services and the School of Social Work MSW Admissions Office.

2. Missing transcript —> Remember that transcripts are required from every (non-UH) college/university attended.

3. Letter of Recommendation not properly endorsed with the recommender’s signature across the seal of the envelope —> Remind your recommenders of this requirement.

4. Recommender did not use the MSW Letter of Recommendation form —> Make sure that your recommenders understand that a supplementary letter of support is appreciated, but the MSW Letter of Recommendation form (includes the rating boxes) is required.

5. Personal Statement does not address the identified areas —> Read the MSW application instructions carefully and follow the proper Personal Statement Guidelines for your selected program.

6. Inappropriate letters of recommendation —> Read the MSW application instructions and review the Letter of Recommendation form carefully before selecting your recommenders. Do NOT use personal friends or family!

7. Contact information is inaccurate or outdated, such that you do not receive important notifications regarding your application —> Make sure that you keep your e-mail and mailing addresses current with the MSW Program (e-mail updates to sswadmit@hawaii.edu) and the UH Mānoa Office of Graduate Education (e-mail updates to graduate.education@hawaii.edu). Use an e-mail address that you check on a regular basis, as both offices rely on e-mail to communicate if there are any questions regarding the application materials submitted.

8. Poor academic record with no explanation —> If you believe your past academic record does not appropriately reflect your potential to succeed academically in the MSW program, use the space provided on the MSW application form to discuss.