



**Myron B. Thompson School of Social Work
MSW APPLICATION INSTRUCTIONS for Fall 2012**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Refer to the Myron B. Thompson School of Social Work Bulletin or website (<http://www.hawaii.edu/sswork>) for more information on the School, MSW curriculum, MSW admission criteria, tuition and fees, and financial aid.

New students are admitted *only for the fall semester.*

Fall 2012 applications are being accepted for the Mānoa campus option *only.*

**No new students are being admitted to the Distance Education (DE) option for neighbor island residents in 2012.
The next Distance Education (DE) cohort will be admitted in Fall 2013 (application deadline TBA).**

APPLICATION DEADLINE: *February 1st* (Mānoa campus-based option only)

No DE admissions in 2012. Application information for 2013 – TBA.

ALL application materials must be submitted by the deadline.

Applicants must submit two (2) separate applications:

(1) Application to the UH Mānoa Graduate Division for admission to the University.

See <http://manoa.hawaii.edu/graduate/content/prospective-students> or contact the UHM Graduate Admissions Office at (808) 956-8544 or gradadm@hawaii.edu for UHM Graduate Division Admissions application, requirements, and instructions. Items to be submitted to the UHM Graduate Admissions Office include a completed Graduate Division Admissions Application Form, one copy of *official transcripts* from every college and university attended, GRE and/or TOEFL/IELTS test scores (if applicable), and an application fee (\$70). Submit UHM Graduate Division application materials to:

UHM Graduate Admissions Office, 2540 Maile Way, Spalding Hall 354, Honolulu, HI 96822.

DO NOT SEND GRADUATE DIVISION APPLICATION MATERIALS TO THE SCHOOL OF SOCIAL WORK.

Deadline: February 1st

(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 School of Social Work Admissions Office (Henke 230, sswadmit@hawaii.edu, 808-956-7182) or downloaded from <http://www.hawaii.edu/sswork/msw-forms.html>.

An application fee is charged only by the UHM Graduate Division;
however, both applications require their own set of *official transcripts*.

Only *complete* application packets will be reviewed by the MSW Admissions Committee. It is the applicant's responsibility to compile and submit all required materials to the appropriate offices by the application deadline. Final processing and review of an application will be held until all materials are received.

Applications are not considered to be complete until both the UHM Graduate Division and the School of Social Work MSW application materials are received.

MSW ADMISSION REQUIREMENTS:

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

1. Hold a bachelor's degree from an 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 with an identified deficiency in a liberal arts area are required to make it up in 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.

REQUIRED MSW APPLICATION MATERIALS to be submitted to the Myron B. Thompson School of Social Work:

Be sure that your full name is on each document.

- ❑ **School of Social Work 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 UHM Graduate Division Statement of Objectives Form.)
- ❑ **Official transcripts** from every college and university attended in sealed and signed envelopes. (Exception: Official transcripts are not required from institutions within the UH system.) *Please note that separate official copies of transcripts must also be sent to the UHM Graduate Admissions Office.*
Non-traditional grading: If more than 25 percent of a student'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 UHM Graduate Admissions Office (see below).
- ❑ **Three (3) completed 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.
- ❑ **Graduate Record Examination (GRE)** test scores are *not* required *unless* 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.). If required, the applicant must take the GRE *general* test and submit the results to the UHM Graduate Admissions Office. Test scores over five years old will not be accepted. See <http://manoa.hawaii.edu/graduate/content/prepare-required-documents-documentation-requirements>.
- ❑ International Students: Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) are required for most international applicants. **A minimum TOEFL score of 220 on the computer-based test or 83 on the internet-based test is required. An overall band test score of 5.00 is required on the IELTS.** TOEFL or IELTS scores must be submitted directly to the UHM Graduate Admissions Office and cannot be more than two years old. See <http://manoa.hawaii.edu/graduate/content/international-students> for further information.
- ❑ Advanced Standing candidates: For additional requirements and criteria, refer to *Supplemental Information for Advanced Standing Applicants - Advanced Standing Criteria and Instructions*.
- ❑ School of Social Work MSW Financial Aid Application (optional)

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

**University of Hawai'i at Mānoa
Myron B. Thompson School of Social Work
1800 East-West Road, Henke Hall 230
Honolulu, HI 96822
Attn: MSW Admissions**

DEADLINE for submission of ALL application materials:

February 1st (Mānoa campus-based option only)

Reminder: No Distance Education (DE) admissions in 2012. Fall 2013 application deadline - TBA.

We suggest that you send the envelopes by registered mail. It is a good idea to retain copies of all documents submitted. Ask the people who write references for you to retain a copy of their letters of recommendation as well. We will notify you after your *completed* application packet is received.

Completed applications are processed by the school in the order that they are received. Processing of applications will end when capacity has been reached. We strongly urge applicants to submit applications at the earliest possible time. We anticipate processing some late applications as space and time allow.

**Applicants seeking School of Social Work administered financial aid
must meet the Feb. 1st admission application deadline.**

INSTRUCTIONS FOR SPECIFIC APPLICATION MATERIALS

UHM GRADUATE DIVISION APPLICATION AND FEE – for admission to the *University*

Questions regarding the Graduate Division application should be directed to the Graduate Admissions Office at (808) 956-8544.

Required application materials include:

- Completed Graduate Division Admissions Application
 - 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/prospective-students>)
- You **do not** need to complete the Graduate Division "Statement of Objectives" form.

For complete UHM Graduate Division Admissions application, requirements, and instructions, see <http://manoa.hawaii.edu/graduate/content/prospective-students> or contact the UHM Graduate Admissions Office at (808) 956-8544 or gradadm@hawaii.edu.

Submit materials to: **UHM Graduate Admissions Office, 2540 Maile Way, Spalding Hall 354, Honolulu, HI 96822.**

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 UHM Graduate Admissions Office (*not* to the School of Social Work). TOEFL or IELTS scores must also be submitted directly to the UHM Graduate Admissions Office. **A minimum TOEFL score of 220 on the computer-based test or 83 on the internet-based test is required. An overall band test score of 5.00 is required on the IELTS.** Test scores cannot be more than two years old.

DO NOT MAIL GRADUATE DIVISION APPLICATION AND RELATED MATERIALS TO THE SCHOOL OF SOCIAL WORK.

SCHOOL OF SOCIAL WORK APPLICATION MATERIALS – for admission to the *MSW Program*

Questions regarding the MSW program application should be directed to the School of Social Work Admissions Office at (808) 956-3833 or sswadmit@hawaii.edu.

APPLICATION FOR ADMISSION – MSW PROGRAM

Read carefully and complete according to the instructions on the form.

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

Advanced Standing applicants: You may select both the Advanced Standing and the regular MSW program to be considered for a modified two-year program if not approved for Advanced Standing.

STATISTICAL INFORMATION FORM

Complete according to the instructions on the form.

LIBERAL ARTS BACKGROUND FORM

Complete according to the instructions on the form.

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.

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

All other applicants, see the *MSW APPLICATION PERSONAL STATEMENT GUIDELINES*.

❑ OFFICIAL TRANSCRIPTS

One 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 in ink and the embossed seal or official stamp of the issuing institution. Request that the official transcripts be sent directly to you in sealed envelopes with the registrar's signature stamped across the flap. Include the unopened envelopes sealed by the university or college with your application. *Exception for University of Hawai'i System transcripts: You do not need to request official UH system transcripts as the UHM Graduate Division is able to obtain them on your behalf. This includes community college transcripts under the UH System.*

Please note that the Graduate Division and the School of Social Work 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 the results to the UH Mānoa Graduate Division. Test scores over five years old will not be accepted.

Applicants who are still in their undergraduate programs should apply following the first quarter or semester of their senior year and submit transcripts that include the grades from that term.

❑ LETTERS OF RECOMMENDATION

Three (3) Letter of Recommendation forms are required from individuals who can attest to your qualifications for this program. The form (provided with the application packet or downloaded from our website) 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 colleagues. **Do not use personal friends or relatives.**

Indicate on each Letter of Recommendation form whether you wish to waive your right to access the recommendation before you give the form to your recommender. Give each person acting as a recommender a Letter of Recommendation form and an envelope addressed to you. Ask each recommender to complete the form, 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 that are 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.

❑ SCHOOL OF SOCIAL WORK FINANCIAL AID APPLICATION FORM

The School administers a limited number of financial awards. Please read over the [MSW Financial Aid Award Descriptions](#) for details. If you wish to be considered for School of Social Work administered assistance and you meet the stated criteria, the MSW Financial Aid Application must be submitted along with all other required application materials by the **February 1st deadline.**

Information on more comprehensive forms of financial assistance (including loans) can be obtained from the UHM Financial Aid Services Office, Queen Lili'uokalani Center for Student Services Room 112, (808) 956-7251, or by visiting the UH Mānoa Financial Aid Services website (<http://www.hawaii.edu/fas>).

If you are applying through other sources and agencies, 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.