

Myron B. Thompson School of Social Work MSW application - COMMONLY ASKED QUESTIONS

1. *Does the MSW program admit students for the spring semester?*

No, new MSW students are admitted *only for the fall semester*.

2. *When is the application deadline?*

All application materials must be submitted (in person or postmarked) by **February 1st**.

Fall 2012 applications are being reviewed for the Mānoa campus-based option only.

The next Distance Education (DE) cohort will be admitted in Fall 2013 (application deadline TBA).

3. *Are GRE scores required?*

No, not for most applicants. Exception: 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.), the applicant must take the general test of the Graduate Record Examination (GRE) and submit the results to the UH Mānoa Graduate Admissions Office. Scores over five years old are not acceptable. See <http://manoa.hawaii.edu/graduate/content/prepare-required-documents-documentation-requirements>.

4. *If I am an international student, do I need to take the TOEFL exam?*

Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) are required for most international applicants. Test scores must 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 for the IELTS. Test scores cannot be more than two years old.

International applicants should visit the UHM Graduate Division website at <http://manoa.hawaii.edu/graduate/content/international-students> for further information or requirements for international students.

Additional information for international students at the University of Hawai`i can be found through the International Student Services office website at <http://www.hawaii.edu/issmanoa/>.

5. *Where do I send my completed application packages?*

You will need to submit 2 separate applications.

- a. Submit **Graduate Division** application form, official transcripts, TOEFL/IELTS or GRE scores (if applicable), application fee, and other required materials (if any) to: University of Hawai'i at Mānoa Graduate Admissions Office, 2540 Maile Way, Spalding Hall 354, Honolulu, HI 96822. To apply online: <http://manoa.hawaii.edu/graduate/content/submitting-your-application>
- b. Submit School of Social Work **MSW program** application, official transcripts, and other required materials to: University of Hawai'i at Mānoa, Myron B. Thompson School of Social Work, MSW Admissions Office, 1800 East-West Road, Henke Hall 230, Honolulu, HI 96822.

6. *Does the School of Social Work accept FAXED materials?*

No, we do not accept faxed materials.

7. *Do I need to send transcripts to the School of Social Work if I've already sent them to the Graduate Division?*

Yes, two (2) sets of official transcripts are required – one to the Graduate Division and one to the MSW Program.

8. If I graduated from UH, do I have to include my UH transcripts?

You do not need to request UH system transcripts as the Graduate Division is able to obtain them internally. However, if you attended any other campus outside of the UH system of colleges, you will need to include an official transcript from each one.

9. If I only took one (1) class at a college/university, do I have to include the transcript?

Yes, a transcript from **every** college/university attended is required.

10. Can I get credit for work experience?

No practicum hour credits or waivers are given for prior paid or volunteer social work practice experience. However, be sure to include this information in your resume and personal statement.

11. How do I fit practicum into my schedule?

Students are required to complete four semesters of practicum totaling a minimum of 900 clock hours. **Now** is the time to figure out if practicum will fit into your life, school, and work schedules. You will be spending a minimum of 16 hours per week each semester in practicum. If you choose to do summer block, you will complete 450 hours over two summer sessions. Generally, social service agencies are open Monday through Friday during regular working hours. See the SSW Bulletin or http://www.hawaii.edu/sswork/practicum_faq.html for more details on practicum.

12. Can I get paid for practicum?

Paid field practicum sites may be available, but *all practicum placements are arranged after you have been admitted and enroll in the MSW Program.*

13. If I applied to the MSW program before, do I need to submit everything again?

Contact the School of Social Work Admissions Office to see what materials you will need to submit.

You **will** need to reapply to the UHM Graduate Division.

(See <http://manoa.hawaii.edu/graduate/content/prospective-students>.)

14. When will I receive my admission decision from the School?

Most (but not all) applicants will receive a decision letter from the UHM Graduate Admissions Office sometime between early March and mid-May.

If you have further questions about the MSW application process or requirements, please call (808) 956-3833 or email sswadmit@hawaii.edu.

Common MISTAKES that will delay the processing of your application -> and how to avoid them

1. Transcripts sent only to the Graduate Division or only to the School of Social Work -> Remember that *official transcripts must be sent to **both** the Graduate Admissions Office and the School of Social Work 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 Letter of Recommendation form -> *Make sure that your recommenders understand that a supplementary letter of support is appreciated, but the 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.*