Myron B. Thompson School of Social Work
MSW Admissions - FREQUENTLY 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** (or the next business day if the deadline falls on a holiday or weekend) for all MSW (Mānoa campus and Distance Education) applicants.

   **Please note:** New students are admitted to the Distance Education (DE) option only two out of every three years. If you are planning to apply to the DE option, please check to make sure that new students are being accepted in the year for which you are applying.

3. Are there any prerequisite courses to apply for the MSW program?
   There are no specific courses required for admission to the MSW program, but you must have a bachelor’s degree and a liberal arts background. The liberal arts requirement is detailed in the Liberal Arts Background Form, which is required from all applicants.

4. Is your MSW program online?
   No. We have a Distance Education (DE) option for the MSW program, but online instruction is only one of several distance education delivery modalities utilized in this option. For this and other reasons, the DE option is available only at limited locations. See [http://www.hawaii.edu/sswork/de](http://www.hawaii.edu/sswork/de) for more information.

5. Are Graduate Record Examination (GRE) scores required?
   Not for most applicants. **Exception:** 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.), you must take the GRE general test and submit the results to the UH Mānoa Office of Graduate Education Student Services.
   See [http://manoa.hawaii.edu/graduate/content/documentation-requirements](http://manoa.hawaii.edu/graduate/content/documentation-requirements) and [http://manoa.hawaii.edu/graduate/content/standardized-exams](http://manoa.hawaii.edu/graduate/content/standardized-exams).

6. If I am an international student, do I need to take the TOEFL or IELTS exam?
   The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required for most international applicants. Test scores must be submitted directly to the UHM 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 for the IELTS. Test scores cannot be more than two years old.

   International applicants should visit the following websites for further information and requirements:
   [http://manoa.hawaii.edu/graduate/content/international-students](http://manoa.hawaii.edu/graduate/content/international-students)
   [http://www.hawaii.edu/issmanoa/](http://www.hawaii.edu/issmanoa/)

7. Where do I send my completed application packages?
   You will need to submit 2 separate applications.
   a. Submit **UH Mānoa Graduate Admissions Application**, official transcripts, TOEFL/IELTS or GRE scores (if applicable), application fee, and other materials (if required) to: University of Hawai‘i at Mānoa, Office of Graduate Education Student Services, 2540 Maile Way, Spalding Hall 353B, Honolulu, HI 96822.
      To apply online: [http://manoa.hawaii.edu/graduate/content/submitting-your-application](http://manoa.hawaii.edu/graduate/content/submitting-your-application)
   b. Submit **MSW program** application, official transcripts, and other required materials in hard copy (by mail or in person) 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.
8. Do I need to send transcripts to the MSW Admissions Office if I’ve already sent them to the UHM Office of Graduate Education Student Services?

Yes, two (2) sets of official transcripts are required - one to the Office of Graduate Education, one to the MSW Program. For JD-MSW dual degree applicants, refer to the JD-MSW Dual Degree Form.

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

You do not need to request official UH system transcripts as the Office of Graduate Education Student Services is able to obtain them internally. However, if you ever attended any other college/university outside of the UH system of colleges, you will need to include official transcripts from each college/university attended.

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

Yes, an official transcript is required from every non-UH system college/university attended, even if the classes appear as transferred credits on another transcript submitted.

11. Does the MSW Admissions Office accept FAXED or e-mailed application materials?

No.

12. Can I get credit for work experience?

No. Students cannot receive course credit for previous work or life experience. However, be sure to include this information in your resume and personal statement.

13. How do I fit field education (practicum) into my schedule?

Students are required to complete four semesters of field education (practicum) totaling a minimum of 900 clock hours (two semesters for a total of 450 hours for Advanced Standing). Now is the time to figure out how practicum will fit into your life, school, and work schedules. Practicum requires a minimum of 16 hours per week each semester; generally, social service agencies are open Monday through Friday during regular working hours.

14. How much is tuition?

Please refer to http://manoa.hawaii.edu/records/一款 fees/一类ution.html for UH Mānoa graduate tuition rates. The total number of credits required for the MSW degree is 57 credits (or 30 credits for Advanced Standing). MSW students take 12-15 credits per semester to graduate in two years (or one year for Advanced Standing), 9-12 credits/semester for a three-year academic plan, or 6-9 credits/semester for a four-year academic plan.

Residency for tuition purposes is determined at the time of admission by the UH Mānoa Office of Graduate Education based on the Residency Declaration Form (see http://manoa.hawaii.edu/graduate/content/documentation-requirements) in accordance with University residency regulations (see http://manoa.hawaii.edu/admissions/undergrad/financing/residency.html).

The MSW program does not participate in the Western Regional Graduate Program (WRGP), administered by the Western Interstate Commission on Higher Education (WICHE) – see http://manoa.hawaii.edu/graduate/content/wiche-program.

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

Contact the MSW Admissions/Student Services Office at sswadmit@hawaii.edu or (808) 956-3833 to see what materials you will need to submit.

You will need to reapply to the UHM Office of Graduate Education. (See http://manoa.hawaii.edu/graduate/content/prospective-students.)

16. When will I receive my admission decision?

Most (but not all) applicants will receive a decision letter by mail from the Office of Graduate Education 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.