E komo mai!

Welcome to
the University of Hawai‘i at Mānoa
Myron B. Thompson School of Social Work!

MSW Program
Admission
Application
Information
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Mahalo for your interest in our MSW program!

- New students are admitted only in the FALL semester of each school year. This presentation can assist you in understanding the process for admission into the UHM Master of Social Work Program. Please be sure to carefully review the most current UH Mānoa Catalog and the School of Social Work Bulletin before applying for admission.

- Helpful websites:
  - UH Mānoa Office of Graduate Education - Admissions: [http://manoa.hawaii.edu/graduate/content/prospective-students](http://manoa.hawaii.edu/graduate/content/prospective-students)
  - International Student Services: [http://www.hawaii.edu/issmanoa](http://www.hawaii.edu/issmanoa)
  - Financial Aid: [http://www.hawaii.edu/fas](http://www.hawaii.edu/fas)
  - Tuition information: [http://manoa.hawaii.edu/records/tuition_fees/](http://manoa.hawaii.edu/records/tuition_fees/)
  - Housing: [http://manoa.hawaii.edu/housing](http://manoa.hawaii.edu/housing)
  - UHM Registration Guide: [www.hawaii.edu/myuh/manoa](http://www.hawaii.edu/myuh/manoa)
You will need to complete two (2) separate applications.

- The Graduate Admissions application form, official transcripts, application fee, & related materials must be submitted to:
  **UHM Office of Graduate Education - Student Services**
  2540 Maile Way, Spalding Hall 353B
  Honolulu, HI  96822
  To apply:  [http://manoa.hawaii.edu/graduate/content/how-apply](http://manoa.hawaii.edu/graduate/content/how-apply)

- The MBT School of Social Work MSW Program application, official transcripts, & related materials must be submitted to:
  **UHM School of Social Work – MSW Admissions Office**
  2430 Campus Road, Gartley Hall 203
  Honolulu, HI  96822

**DEADLINE:**  **FEBRUARY 1**

or next business day if deadline is on a weekend or holiday

- Your application must be complete with all requested materials before it can be processed for evaluation.
The School of Social Work MSW application materials include the following:

- **MSW Application form**
- **Resume**
- **Statistical Information form**
- **Liberal Arts Background form**
- **Personal Statement**
- **Three (3) Letters of Recommendation**
- **One (1) official transcript from EVERY college & university attended in sealed & signed envelopes**
- **SSW Financial Aid Application (optional)**

See [http://www.hawaii.edu/sswork/msw-forms.html](http://www.hawaii.edu/sswork/msw-forms.html) for forms and detailed application instructions.
To be considered, applicants must:

- Hold a bachelor’s degree from a regionally accredited US college or university or its equivalent from a recognized foreign institution of higher learning;
- Have a minimum cumulative GPA of 3.0 (or its equivalent) in undergraduate work completed or in post-baccalaureate work if 12 or more semester credit hours have been completed;
- Have a background in liberal arts that includes the following areas of study: logic/analytical thinking, behavioral science, social science, culture, and biological science emphasizing human biological content; and
- 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.
Advanced Standing

Advanced Standing is a 30-credit MSW program option that is available only to qualified BSW graduates.

To apply for Advanced Standing - Criteria:

- Must meet the admissions criteria and application requirements for the MSW Program
- BSW degree is from a CSWE-accredited program.
- Receipt of the BSW degree has not been more than 7 years from the time that the MSW degree is to be conferred.
- Cumulative grade point ratio is 3.0 or higher with no grade lower than a B- in any Social Work course.
- Typically, successful candidates have a strong academic record, are able to work in a multicultural environment, have emotional maturity and strong interpersonal skills, and can demonstrate their ability to apply the generalist practice model to social work with clients.
Advanced Standing applicants must submit all required MSW program application materials, with the following specifications/additions:

- Complete the Personal Statement following the guidelines for Advanced Standing applicants.
- Obtain at least one of the three letters of recommendation from a teaching or practicum faculty or from the chair of their BSW program.
- Submit a copy of the portion of the catalog that provides information on their BSW program requirements (not necessary for UHM BSW students).
- Include a copy of senior practicum evaluations and learning contracts.
  - If you are in the process of completing your BSW, send a copy of the 1st term senior practicum evaluation & learning contract.
  - If practicum evaluations & learning contracts are not available, please obtain a letter from the Practicum Director or practicum instructor describing and evaluating your practicum performance.
Test Score Requirements

- A GRE score is **not** required unless more than 25 percent of your undergraduate course work was graded under a nontraditional grading system (i.e., pass/fail, credit/NC, S/U, etc.). Then, you will need to submit a GRE score to the Office of Graduate Education – Student Services. Scores over 5 years old will not be accepted.
  
  Refer to: [http://manoa.hawaii.edu/graduate/content/standardized-exams](http://manoa.hawaii.edu/graduate/content/standardized-exams)

- Most applicants whose native language is not English are required to take either the TOEFL or the IELTS. Official scores should be sent directly to the Office of Graduate Education – Student Services. The Educational Testing Service (ETS) code for UHM is 4867. Test scores cannot be more than two years old.
  
  Refer to [http://manoa.hawaii.edu/graduate/content/international-students](http://manoa.hawaii.edu/graduate/content/international-students)
Info. for International Applicants

- Please review the UH Mānoa Office of Graduate Education admission policies and requirements at: http://manoa.hawaii.edu/graduate/content/international-students

- Other useful links:
  - TOEFL Website: http://www.ets.org/toefl/
  - IELTS Website: http://www.ielts.org/
  - International Student Services: http://www.hawaii.edu/issmanoa/
  - English Language Institute: http://www.hawaii.edu/eli/
  - East-West Center Fellowships http://www.eastwestcenter.org/scholarships-fellowships
FAQS

- Does the SSW accept faxed materials? No, we do not accept faxed materials.
- Where do I send my completed applications?
- If I graduated from the UH system, do I have to include my UH transcripts? No, by indicating in your application that you have graduated from a UH System college, the Office of Graduate Education will be able to retrieve records of your UH System courses internally. However, you do have to include official transcripts for any courses taken outside of the UH System.
- Can I get credit for work experience? No, but be sure to include this information on your resume and in your personal statement.
- How much time does practicum take? Students are required to complete 4 semesters of practicum totaling a minimum of 900 clock hours (or 2 semesters, minimum 450 clock hours for Advanced Standing). This is approximately 16 hours per week per semester.
- Are GRE scores required?
- When will I receive my admission decision? Decision letters are sent by mail from the UHM Office of Graduate Education usually between mid-March through May.