Introduction:

The Department of Social Work seeks capable students with diverse backgrounds. Admission to the MSW program at MSU Denver is based on evidence of a strong academic record and intellectual capacity, evidence of emotional maturity, concern and respect for both people and diverse populations and capacity for self-awareness and personal growth. We do not award academic credit toward the MSW for previous employment or life experience.

The Department of Social Work offers two programs:

Regular (2-Year) Program – You may qualify for this program (60 credit hour) if your undergraduate degree is NOT in Social Work. We do not award academic credit toward the MSW for previous or current employment or life experience.

Advanced Standing Program- You may qualify for this program (30 credit hour) if your undergraduate degree is specifically in Social Work from a program accredited by the Council on Social Work Education, within the last six years. If your degree is older than six years, carefully review the admissions requirements.

Full-time vs. Part-time:

MSU Denver’s Master of Social Work program offers both full-time and part-time options. Students who are completing the Regular (2-year) program full time can expect to finish in two years, where part-time students can expect to finish in four years. Students completing the Advanced Standing program full-time can expect to finish in one year, where part-time students can expect to finish in two years.

Completing Your Application:

To apply to the MSW Program at MSU Denver you must complete the MSU Denver Social Work MSW Application and the MSU Denver Graduate Application. Below are instructions with information on completing and submitting each application, including the specific application items. Take your time to read all the information provided below and on the website. You will be required to upload most of these materials to an online system that will become available to you in October (continue to check the website for more detailed information about how to get access to the system). Note: Some application materials are specific to the program you are applying for, be sure you are completing the correct application and have completed all required materials.
Application Items Required for MSU Denver Graduate Application (Both Regular and Advanced Standing)

Part A

1.) **Graduate Application with $50 Fee:**

Make sure to carefully review the entire application form before completing it. Complete each section or write N/A if the section does not apply to you. Check or money order can be made out to MSU Denver. Applications will not be processed without the application fee. **Graduate Application and fee can be sent to:** Metropolitan State University of Denver- **Office of Admissions**: Attn: Maryum Pelot Campus Box 44 PO Box 173362 Denver, Colorado 80217

2.) **Official Transcripts from all schools attended:**

Applicants must send official transcripts from all schools to MSU Denver. If you graduated from MSU Denver you do not need to request transcripts as we have your academic record on file. If you are currently attending MSU Denver for undergraduate pre-requisite coursework and you have sent your transcripts to MSU Denver for your undergraduate history you do not need to resend your transcripts. **Transcripts can be sent to:** Metropolitan State University of Denver- **Office of Admissions**: Attn: Maryum Pelot Campus Box 44 PO Box 173362 Denver, Colorado 80217 OR mpelot@msudenver.edu

Part B

Application Items Required for MSU Denver Social Work MSW Application (Both Regular and Advanced Standing)

1.) Resume (see detailed instructions below)
2.) Personal Statement Essay (see detailed instructions below)
3.) Three Letters of Recommendation (see detailed instructions below)
4.) Standards of Professional and Ethical Behavior and Criminal History Statement (see detailed instructions below)
5.) Unofficial or Official Transcript of bachelors degree (see detailed instructions below)

Additional Application Items: Regular (2-Year) Program

6.) Undergraduate Course Content Pre-requisite Form (see detailed instructions below)

Additional Application Items: Advanced Standing

7.) Final Field Evaluation or Field Intent (see detailed instructions below)
8.) Case Study (see detailed instructions below)
9.) Petition for Advanced Standing (see detailed instructions below)  *only for applicants with BSW older than six years*
## Detailed Instructions for Application Items 1-5 of MSU Denver Social Work MSW Application:

**Resume:** The resume should be up to date and current. This is a document that should reflect educational history, professional history and any other information relevant to the pursuit of this degree. The resume should follow the format laid out in the resume form. Some information you will be asked to include:

- **Personal Information:** name, address, phone number and email address
- **Education Experience:** institutions and dates you were in attendance; academic programs studied
- **Work Experience:** list all positions in chronological order and include all beginning and end dates
- **Volunteer and/or Internship/s Experience:** list all positions in chronological order and include all beginning and end dates
- **Professional affiliations and honors:** list any memberships, honors or awards

**To Submit:** The resume/detailed experience log should be edited on the computer, saved as a PDF document and uploaded to the resume section of the online application.

### Personal Statement Essay:
Submit one well developed essay *(in APA format)* that discusses the significant factors influencing your decision to pursue a Master of Social Work. Your essay should help the admissions committee evaluate your readiness and capability for graduate education. The personal statement essay is a critical part of your admission application and will be the basis for evaluation of your writing skills, capacity for self-awareness and personal growth. The maximum length of the entire essay should be no more than five pages *(12 pt-font, double spaced, title page does not count towards page limit).*  *This is not short answer. Please note:* The way you integrate and present the information will be evaluated. The Social Work Department will not provide feedback on your personal statement prior to submission.

**Your essay should address the following:**
(a) discuss your personal philosophy, values, and professional experiences
(b) discuss theories that drive your understanding of diversity
(c) discuss your career plans and focus in the field of social work versus another helping profession
(d) discuss your strengths and weaknesses that are relevant to the social work profession
(e) describe a time you were given critical feedback. What was your reaction?
(f) discuss why you believe the MSU Denver MSW program is best suited for your educational and professional goals
(g) how will you manage the rigorous demands of graduate education?

**Optional:** If there is anything else you would like the Admissions Committee to know about you?

**To Submit:** The essay should be saved as a PDF document and uploaded to the personal statement section of the online application.

### Letters of Recommendation (3):
Applicants will submit three letters of recommendation. Letters should come from faculty, employment or volunteer supervisors. These individuals should be able to speak to your academic and/or professional abilities as well as comment on your potential to succeed in graduate school and in the field of social work. Applicants will download the letter of recommendation form from the Social Work Department website and fill out the appropriate sections prior to giving the letter to their recommender. Applicants will collect the sealed letters of recommendation and send all three letters in one packet to the department of Social Work. Please note: Letters of Recommendation will be verified.

**Advanced Standing Applicants ONLY:** If appropriate one letter of recommendation should be written by your agency field instructor, field liaison or faculty advisor (but not required).

**To Submit:** The letters of recommendation should be sent directly to the Social Work Department at MSU Denver by the applicant in one complete packet with ALL three recommendation letters. They will be uploaded to your online application once you have initiated the online application. You will receive a confirmation email once the letters have been received and uploaded.

**Letters of Recommendation should be sent to:** Metropolitan State University of Denver: Department of Social Work Central Classroom 201 Campus Box 70 P.O. Box 173362, Denver, CO 80217-3362
**Standards of Professional and Ethical Behavior and Criminal History Statement:** Read and sign the documents via the online submission system. These documents outline professional behaviors expected of MSW students. All students should review these and recognize the behaviors that are essential to success in the profession of Social Work. **To Submit:** The applicant will electronically sign their signature via the online application system.

**Unofficial or Official Transcript of Bachelor’s Degree:** In addition to submitting an official transcript to graduate admissions, applicants must include an unofficial or official copy of their undergraduate transcript with the submission of letters of recommendation. This should be a transcript from the institution that you earned your Bachelor’s degree, or plan on earning your Bachelor’s degree from. **To submit:** This should be included in the packet you submit to the department with your three letters of recommendation.

### Additional Application Items for Application Item 6: Regular (2-Year) Program Applicants ONLY

**Undergraduate Course Content Pre-requisites:** Regular Program applicants must demonstrate a liberal arts base, which the MSW is built upon. These pre-requisite courses will be evaluated by the Social Work Department during the review of your application. If accepted into the program you will be notified of any remaining coursework that is needed. Be sure to fill out the form correctly as the SWK Department will NOT accept incomplete forms. It is imperative that all of your academic transcripts have been received by MSU Denver to ensure that the SWK Department is able to verify the completion of the required pre-requisites. Students must complete this course work with a grade of “C” or better.

**The following pre-requisite course content areas are required:**
- At least 12 units (credits) of course work in the **social sciences** (sociology, psychology, economics, political science, behavioral science, anthropology)
- *One course must be centrally organized around American government*
- *One course must be centrally organized around multicultural or diversity issues*
- At least six units (credits) of course work in the **humanities** (english, art, music, foreign language, philosophy, literature, drama etc.)
- At least six units (credits) of course work in the **sciences** (biology, chemistry, physics, anatomy, geology, environmental science etc.)
- At least three units (credits) of course work in elementary (basic) **statistics** (not research).

**To Submit:** Applicant will download and fill out the Undergraduate Course Content Pre-requisite form from the Social Work website. Once the form is completed the student will print and upload the form to the Undergraduate Pre-requisite section of the online application.

### Additional Application Items 7-9: Advanced Standing Program Applicants

**Final Field Evaluation OR Field Evaluation Intent:**
- **Graduated Applicants:** Applicants will need to submit a copy of their final field evaluation. This should be complete with all signatures. If your BSW program does not have a copy of your final field evaluation you will need to request a letter from the Director that states the evaluation is not available.
- **Pending Graduation Applicants:** Applicants who have not yet graduated from their BSW Program at the time of application should document their intent to submit the Final Field Evaluation complete with signature. Please tell us briefly how your field placement has impacted your work as a social work student and what you expect the results of your evaluation to be.

**To Submit:**
- **Graduated Applicants:** Applicant will upload document as PDF to Final Field Evaluation section of the online application
- **Pending Graduation Applicants:** Applicant will fill out form on the Final Field Intent section of the online application
**Case Study:** Complete the case study (available on the website) Be sure to use APA.

**To Submit:** The case study should be saved as PDF document and uploaded to the case study section of the online application.

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<thead>
<tr>
<th>Petition for Advanced Standing (only for applicants with BSW older than six years):</th>
<th>Applicants who have received their BSW degree more than six years ago or are requesting the transfer of graduate social work courses from more than six years ago maybe accepted conditionally on a case-by-case basis.</th>
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<tbody>
<tr>
<td><strong>To Submit:</strong></td>
<td>Applicant will download and fill out the Petition for Advanced Standing form from the Social Work website. Once the form is complete the applicant will print and upload the form to the Petition for Advanced Standing section of the online application.</td>
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**MSW Transfer Applicants:**

Applicants who have completed MSW coursework from another accredited MSW program may be able to apply their completed coursework to their MSW degree at MSU Denver. No more than 9 transfer hours (semester or equivalent) will be accepted. These credit hours must have been completed no longer than six years prior to the admission term and from a Council on Social Work Education accredited institution. A minimum grade of B is required for transfer courses. Applicants who are interested in transferring in coursework must provide the syllabi and copy of their transcripts to the MSW Admissions and Advising Coordinator. The MSW Program does not guarantee the transfer of graduate-level Social Work course from other schools.

**Tips for Applying:**

- Apply before the deadline
- Review all the admissions documents and instructions thoroughly
- Address all topics in the personal statement essay
- Proofread your writing
- Complete and Submit the FAFSA at the earliest date possible
- Visit the Social Work Department website for questions or clarification
- Provide recommendations that are academic and professional
- Keep copies of the admissions documents you submit
- Notify the Department of Social Work of any change in address or decision to withdraw your application

**Communication with department regarding application:**

Communication with applicants regarding status of applications, requests for additional information, missing information etc. will be via email or via the online application system. Each applicant must be sure to provide a valid email address and maintain that address throughout the application process.

**Applicant Decision Notification:** The Admission Committee reviews complete applications ONLY and makes admission decisions. You will receive notification via email of the committee’s decision within ten weeks of the application deadline, unless otherwise notified by the Department.