

HOWARD UNIVERSITY  
SCHOOL OF SOCIAL WORK

**ADMISSION APPLICATION INFORMATION**

*for*

**FORMER M. S. W. STUDENTS SEEKING READMISSION**

*to the*

**M. S. W. DEGREE PROGRAM**

601 Howard Place, NW  
Washington, DC 20059

Phone: (202) 806-6450 Fax: (202) 387-4309

Websites: [www.socialwork.howard.edu](http://www.socialwork.howard.edu); [www.howard.edu](http://www.howard.edu) Email: [socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu)

# SCHOOL OF SOCIAL WORK



601 Howard Place, NW  
Washington, DC 20059  
(202) 806-6450 387-4309 (Fax)

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Dear Former MSW Student:

Thank you for informing us about your plans to apply for readmission to the MSW degree program. MSW students who have been absent (not financially registered ) for one or more semesters must apply for readmission to the program. Students who were financially registered during the previous semester, but completed a total withdrawal before the end of the semester, must also apply for readmission. Former students seeking to return (FSRs) must submit the admission application information and materials indicated below.

1. All ***Former students*** must submit a Howard University School of Social Work admission application form. ***No application fee is required.***
2. ***Former students who left voluntarily, in good academic standing,*** must submit a letter of update that indicates the reasons for your absence, your activities during your absence, the reasons you are seeking to return at this time and your plans to sustain your enrollment and complete the program within the maximum four-year/eight-semester time frame.
3. ***Former students who left voluntarily after incurring academic probation, or involuntarily because of academic suspension,*** must submit a written request for readmission that addresses the following:
  - a. an explanation of the problems that contributed to your academic difficulties;
  - b. your plans to address and resolve the problems upon your return; and
  - c. your plans to complete the degree requirements within the required 4-year/8-semester time frame.
4. ***All former students*** must submit official copies of academic transcripts for any and all college and universities attended while absent from Howard University. Transcripts must be sent directly to the School of Social work by the issuing institution(s). Copies of transcripts issued to students will not be accepted and will delay the application review process.

Please submit your admission application form and supporting information and materials to:

Admissions Committee, FSR Subcommittee  
Howard University School of Social Work  
601 Howard Place, NW  
Washington, DC 20059

Former students may resume enrollment in either Fall or Spring. The admission application form and supporting materials must be submitted not later than 30 days before the published date of registration for new and former students for the semester in which the student is seeking to resume enrollment. The registration date for new and former students is available at the Howard University website, [www.howard.edu](http://www.howard.edu). Follow the link, *Calendars & Courses*, and follow the link, *University Academic Calendars*.

The School of Social Work Admissions Committee will render a decision based on the a review of the student's MSW academic record and the information submitted in support of the application for readmission. FSR applicants may be required to participate in an interview with members of the Admissions Committee.

Students who resume enrollment following an absence of one or more semesters are subject to regulations and requirements in force at the time they resume their studies. Students readmitted following academic probation or academic suspension may be subject to specific stipulations or conditions. Students will be informed of stipulations or conditions upon acceptance for readmission.

The Howard University School of Social Work admission application form and the Howard University *Tuition and Fee* schedule are enclosed. Please contact the Admissions Office if needed at [socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu) or (202) 806-6450. We look forward to receiving your application and supporting materials soon.

Sincerely,

*Blanchita P. Porter*

Blanchita P. Porter  
Assistant Dean for Enrollment Management

Enclosures

# CODE SHEET

## CODE A: STATES AND POSSESSIONS

AL Alabama	KY Kentucky	ND North Dakota	U.S. Possessions
AK Alaska	LA Louisiana	OH Ohio	YE American Samoa
AZ Arizona	ME Maine	OK Oklahoma	(also AS)
AR Arkansas	MD Maryland	OR Oregon	PQ Canal Zone
CA California	MA Massachusetts	PA Pennsylvania	YF Canton and
CO Colorado	MI Michigan	RI Rhode Island	Enderbury Islands
CT Connecticut	MN Minnesota	SC South Carolina	YD Guam
DE Delaware	MS Mississippi	SD South Dakota	MP Mariana Islands
DC District of Columbia	MO Missouri	TN Tennessee	MQ Midway Islands
FL Florida	MT Montana	TX Texas	PS Palau Islands
GA Georgia	NE Nebraska	UT Utah	PR Puerto Rico
HI Hawaii	NV Nevada	VT Vermont	PI Trust Territory
ID Idaho	NH New Hampshire	VA Virginia	Pacific Islands
IL Illinois	NJ New Jersey	WA Washington	VI Virgin Islands
IN Indiana	NM New Mexico	WY West Virginia	WQ Wake Island
IA Iowa	NY New York	WI Wisconsin	
KS Kansas	NC North Carolina	WY Wyoming	

## B CODES: OTHER COUNTRIES

AD Aden	CS Costa Rica	ID Indonesia	NP Nepal
AF Afghanistan	HR Croatia	IR Iran	NL Netherlands
CT African Republic	CU Cuba	IZ Iraq	NB New Guinea Island
AL Albania	CX Curacao	EI Ireland	NZ New Zealand
AG Algeria	CY Cyprus	IS Israel	NU Nicaragua
AN Andorra	EZ Czech Republic	IT Italy	NG Niger
AO Angola	DA Denmark	IX Ivory Coast	NI Nigeria
AV Anguilla Island	DJ Djibouti	JM Jamaica	NO Norway
AC Antigua and Barbuda	DO Dominica	JA Japan	MU Oman
AR Argentina	DR Dominican Republic	JO Jordan	PK Pakistan
AM Armenia	EC Ecuador	KZ Kasakhstan	PM Panama
AW Aruba	EG Egypt	KE Kenya	PA Paraguay
AS Australia	ES El Salvador	KN Korea (North)	PE Peru
AU Austria	ER Eritrea	KS Korea (South)	RP Philippines
AJ Azerbaijan	EN Estonia	KU Kuwait	PL Poland
BF Bahamas	ET Ethiopia	KG Kyrgyzstan	PO Portugal
BA Bahrain	FA Falkland Islands (Malvinas)	LA Laos	QA Qatar
BG Bangladesh	FO Faroe Islands	LG Latvia	RO Romania
BB Barbados	FJ Fiji	LE Lebanon	RS Russia
BO Belarus	FI Finland	LT Lesotho	RW Rwanda
BE Belgium	FR France	LI Liberia	SJ St. Bartholomew
BH Belize	FG French Guiana	LY Libya	SC St. Kitts & Nevis
DM Benin	FT French Guinea	LS Liechtenstein	ST St. Lucia
BD Bermuda	FP French Polynesia	LH Lithuania	VC St. Vincent & the Grenadines
BL Bolivia	GB Gabon	LU Luxembourg	SM San Marino
BN Bonaire	GA Gambia	MS Macao	SA Saudi Arabia
BK Bosnia & Herzegovina	GG Georgia (Republic)	MK Macedonia	YC Scotland
BC Botswana	GM Germany	MA Madagascar	SG Senegal
BR Brazil	GH Ghana	YA Malagasy Republic	SR Serbia
VI British Virgin Islands	GI Gibraltar	MI Malawi	SE Seychelles
BX Brunei	UK Great Britain	MY Malaysia	SL Sierra Leone
BU Bulgaria	GR Greece	MV Maldives	SN Singapore
UV Burkina Faso	GL Greenland	ML Mali	LO Slovakia
BY Burundi	GJ Grenada	MT Malta	SI Slovenia
CB Cambodia	GP Guadeloupe	MB Martinique	SO Somalia
CM Cameroon	GT Guatemala	MR Mauritania	SF South Africa
CA Canada	GV Guinea	MP Mauritius	SP Spain
CC Canary Islands	PU Guinea-Bissau	MX Mexico	YB Sri Lanka
CV Cape Verde	GY Guyana	MD Moldova	SU Sudan
CJ Cayman Islands	HA Haiti	MN Monaco	NS Suriname
CD Chad	HO Honduras	MH Montserrat	WZ Swaziland
CI Chile	HK Hong Kong (SRA)	MO Morocco	SW Sweden
CH China (PRC)	HU Hungary	MZ Mozambique	SZ Switzerland
CO Colombia	IC Iceland	BM Myanmar (Burma)	SY Syria
	IN India	WA Namibia	TW Taiwan
		NR Nauru, Republic of	

TI Tajikistan  
 TZ Tanzania  
 TH Thailand  
 TO Togo  
 TN Tonga  
 TD Trinidad & Tobago

TS Tunisia  
 TU Turkey  
 TK Turks & Caicos  
 Islands  
 UG Uganda  
 UP Ukraine

TC United Arab  
 Emirates  
 UY Uruguay  
 UZ Uzbekistan  
 VE Venezuela  
 VM Vietnam

YM Yemen  
 ZR Zaire Republic  
 ZA Zambia  
 ZI Zimbabwe

## C CODES: SCHOOLS/COLLEGES AND MAJORS

### GRADUATE SCHOOL GS

*AFRS* African Studies (MA, MS, Ph.D.)  
*ANAT* Anatomy (MS, Ph.D., MD/Ph.D.)  
*ART* Art History MA  
*ATMS* Atmospheric Sciences Ph.D.  
*BIOC* Biochemistry MS, MA, MD/Ph.D.  
*BIOL* Biology MS, Ph.D., MD/Ph.D.  
*CHEG* Chemical Engineering Meng  
*CHEM* Chemistry MS, Ph.D., MD/Ph.D.  
*CIVL* Civil Engineering Meng  
*COMC* Communication and Culture MA, Ph.D.  
*COMM* Communication Sciences and Disorders MS, Ph.D.  
*COUG* Counseling and Guidance MA  
*COUP* Counseling Psychology MA, Ph.D.  
*ECON* Economics MA, Ph.D.  
*EDAD* Education Administration MA  
*EDPS* Education Psychology MA, Ph.D.  
*ELEC* Electrical Engineering Meng, Ph.D.  
*ENGL* English MA, Ph.D.  
*FREN* French MA  
*GENE* Genetics MS, Ph.D., MD/Ph.D.  
*HHPLS* Health Human Performance and Leisure Studies MS  
*HIST* History MA, Ph.D.  
*HUMD* Human Development MS  
*MATS* Materials Science and Engineering. Must use as a specialization for ELEC or MECH  
*MATH* Mathematics MS, Ph.D.  
*MCMS* Mass Communication and Media Studies MA, Ph.D.

*MECH* Mechanical Engineering Meng, Ph.D.  
*MICR* Microbiology Ph.D., MD/Ph.D.  
*NTRS* Nutritional Sciences MS, Ph.D.  
*PHGY* Pharmacology MS, Ph.D., MD/Ph.D.  
*PHIL* Philosophy MA  
*PHSC* Pharmaceutical Sciences MS, Ph.D.  
*PHSI* Physiology Ph.D., MD/Ph.D.  
*PHYS* Physics MS, Ph.D.  
*POLS* Political Science MA, Ph.D.  
*PSYC* Psychology Ph.D.  
*PUAD* Public Administration  
**MAPA, Ph.D.**  
*SWRK* Social Work Ph.D.  
*SOCI* Sociology MA, Ph.D.  
*SYSC* Systems and Computer Sciences MCS  
  
 COLLEGE OF ARTS & SCIENCES/DIVISION OF FINE ARTS  
*ART* Art (M.F.A.)  
*MUSC* Music (M.Music)

### SCHOOL OF BUSINESS SB

*BUSA* Business Administration (M.B.A., J.D./M.B.A.)  
*HLSA* Health Services Administration (M.B.A., J.D./M.B.A.)

### SCHOOL OF COMMUNICATIONS S C

*FILM* Film (M.F.A.)

### SCHOOL OF DIVINITY DS

*RELI* Religion (M.Div., M.A.R.S., D. Min.)

### SCHOOL OF EDUCATION ED

(M.A.T., M.Ed., Ed.D., CERT. A.G.S.)

## D CODES: DEGREES

CERGS Certificate of Advanced Graduate Study  
 EDD Doctor of Education  
 DMIN Doctor of Ministry  
 DPHAR Doctor of Pharmacy  
 PHD Doctor of Philosophy  
 MARCH Master of Architecture  
 MAT Master of Arts in Teaching  
 MA Master of Arts

MARS Master of Arts in Religious Studies  
 MBA Master of Business Administration  
 MDIV Master of Divinity  
 MED Master of Education  
 MEG Master of Engineering  
 MFA Master of Fine Arts  
 MFAF Master of Fine Arts in Film  
 MMUSC Master of Music  
 MMUSE Master of Music Education  
 MPA Master of Public Administration

*only; M.A. and Ph.D. offered from Graduate School)*  
*EDAD* Educational Administration (M.A., M.Ed., C.A.G.S.)  
*COUG* Counseling & Guidance (M.A., M.Ed., C.A.G.S.)  
*CAGS-COUP* Counseling Psychology (M.A., M.Ed.)  
*CTEL* Curriculum & Teaching (Elementary) (M.Ed., M.A., M.A.T., C.A.G.S.)  
*CTSC* Curriculum & Teaching (Secondary) (M.Ed., M.A.T., C.A.G.S.)  
*ECHE* Early Childhood Education (M.Ed., M.A.T., M.A., C.A.G.S.)  
*EDPS* Educational Psychology (M.A., M.Ed., Ed.D., Ph.D., C.A.G.S.)  
*EDSU* Educational Supervision (M.A., M.Ed., C.A.G.S.)  
*HD* Human Development (M.S.)  
*READ* Reading (M.A., M.Ed., M.A.T., C.A.G.S.)  
*SCHP* School Psychology (M.S.A., M.Ed., Ed.D., Ph.D., C.A.G.S.)  
*SPEED* Special Education (M.Ed., M.A.T., C.A.G.S., M.A.)

COLLEGE OF ENGINEERING, ARCHITECTURE AND COMPUTER SCIENCES EA  
*ARCH* Architecture (M.S. Arch.)  
*CITP* City and Regional Planning

COLLEGE OR PHARMACY, NURSING AND ALLIED HEALTH SCIENCES HS  
*NURS* Nursing (M.S.N.)  
***PHCY* Pharmacy (Pharm.D.)**

### SCHOOL OF SOCIAL WORK SW

*SWRK* Social Work (M.S.W.)

MSA Master of Science in Architecture  
 MSN Master of Science in Nursing  
 MSW Master of Social Work  
 MS Master of Science  
 MSCS Master of Sys. & Comp. Sci.  
 MPT Master of Physical Therapy  
 NODEG Nondegree  
 CERNP Post Master's Certificate in Nursing  
 OOOOO Undetermined

## E CODES: RECRUITMENT

A Alumni  
 B Recruiter  
 C HS Counselor  
 E Parents  
 F Career Interest

H Admission Requirements  
 I Enrolled Students  
 J Peers  
 K Publications (e.g., brochures, newspapers)  
 M Teacher

N Location  
 O University's Reputation  
 P Internet

**Howard University  
School of Social Work  
Application for Graduate Study  
Master of Social Work Degree Program**

**Application Fee: \$45.00  
(Non-refundable Certified Check or  
Money Order)**

For Office Use Only							
@							
IDENTIFICATION NUMBER							

**PRINT OR TYPE**

(Use codes where indicated)

**Social Security Number:** \_\_\_\_\_ **Application for (semester and year):** Fall 20  Spring 20  Summer 20  **Date of Birth:** \_\_\_\_\_

Gender (optional):  Male  Female Title:  Mr.  Ms.

Name: \_\_\_\_\_  
Last (Family or Surname) Name      First Name      Middle Name      Previous Last Name(s)

**Permanent Address:** \_\_\_\_\_ Apt. /Unit # \_\_\_\_\_  
Number and Street

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ Apt. /Unit # \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

U.S. Citizen \_\_\_\_\_ Birthplace  
(U.S. State or territory, or Country)

Permanent Resident \_\_\_\_\_ Birthplace  
(Country)

Foreign National \_\_\_\_\_ Visa \_\_\_\_\_ Visa Type

Are you a veteran of the U.S. Uniformed Services?  Yes  No During Vietnam

**SW** \_\_\_\_\_ College/School **SWRK** \_\_\_\_\_ Major **MSW** \_\_\_\_\_ Degree Sought  
(C Codes) (C Codes) (D Codes)

Classification:  Regular  Unclassified (non-degree)

Status:  New Entrant  Transfer  FSR (Former Student Returning)

Enrollment:  Fulltime  Part time

**List all colleges and universities attended. List institutions attended, beginning with highest degree earned. Howard University students: List Howard University and all other colleges and universities attended.**

Institution	School Code (if known)	City	State	Country	Major	Degree Received	Dates	
							From Mo/Yr	To Mo/Yr

Have you previously applied for admission to Howard University?  Yes  No  
 If Yes, for which semester was last application submitted: Fall 20 \_\_\_\_ Spring 20 \_\_\_\_ Summer 20 \_\_\_\_

**Former Howard University Students**

Please indicate the last semester you were enrolled: Fall 20 \_\_\_\_ Spring 20 \_\_\_\_ Summer 20 \_\_\_\_  
 School/College in which you were last enrolled: \_\_\_\_ (C Codes) Major: \_\_\_\_ (C Codes)  
 Howard University Identification Number (ID): @ \_\_\_\_\_

NAME UNDER WHICH YOU LAST ATTENDED HOWARD UNIVERSITY IF DIFFERENT FROM NAME PRESENTLY USED.

\_\_\_\_\_  
 Last (Family or Surname) Name First Name Middle Name

**If you answer "YES" to any of the following four (4) questions, please attach a letter to fully explain the details. Your application for admission will not be reviewed if you do not submit the required explanation.**

- a) Have you been arrested?  Yes  No
- b) Have you been convicted of any crime (other than traffic violations) or been sentenced to a correctional or penal institution?  Yes  No
- c) Has disciplinary action been taken against you at any educational institution?  Yes  No
- d) Has academic action been taken against you at any educational institution?  Yes  No

What most influenced your decision to attend Howard University? \_\_\_\_ (E Codes)

List family members (exclude spouse) who have attended Howard University (optional).

Name	Relation	Class of

As indicated by my signature, I understand that withholding information required on this application or giving false information may make me ineligible for admission to Howard University or subject to dismissal when the same is made known regardless of classification. With this understanding, I certify that all of the above statements and information included are correct and complete; and, if admitted to Howard University, I agree to abide by its policies, rules and regulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form and \$45 application fee (money order or cashier's check, payable to Howard University) along with all of the required admission application materials to:

**Admissions Office  
 Howard University School of Social Work  
 601 Howard Place, NW  
 Washington, DC 20059**

Please contact the School of Social Work Admissions Office if needed at (202) 806-6450 or [socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu).