

HOWARD UNIVERSITY  
SCHOOL OF SOCIAL WORK

**GENERAL INFORMATION**

*for*

**ADMISSION**

*to the*

**MASTER OF SOCIAL WORK DEGREE PROGRAM**

601 Howard Place, N W  
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)

**ACADEMIC AND ADMISSION INFORMATION**  
*for the*  
**MASTER OF SOCIAL WORK DEGREE PROGRAM**

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**General Information**

The Howard University School of Social Work Master of Social Work degree program is a program of graduate level education that requires satisfactory completion of sixty (60) credit hours, culminating with the degree of Master of Social Work (M.S.W.). The school also offers a forty-five (45) hour *Advanced Standing Program for Graduates of Accredited Baccalaureate Social Work Programs*. Students specialize in one of two social work practice method concentrations: *Direct Practice* or *Community, Administration, and Policy (CAP) Practice*. Students also specialize in one of the six social work *field of practice concentrations* that are offered: *family and child welfare services; criminal justice; mental health; health; social gerontology and displaced populations*. Full or part-time enrollment is available each semester (with many evening classes and some online classes offered). Applicants seeking admission to the Master's program must hold a baccalaureate degree or its equivalent from a college or university with unrestricted accreditation by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or a recognized international organization.

The admission application review process normally requires approximately four weeks following the submission of all required credentials and application materials. During the admission application process, applicants must submit the following credentials and materials to the School of Social Work as promptly as possible:

- Completed Admission Application Form
- \$45.00 Admission Application Fee (*Money Order or Cashier's Check only*)
- Statement of Interest Essay
- Experience Summary
- Four Letters of Recommendation
- Official Transcripts (from **each/every** college or university attended)

**Scores from standardized examinations (e.g. GRE, GMAT) are not required.**

Applicants must submit official copies of transcripts **from each college or university attended**, regardless of degree status or number of courses completed when enrolled. **Official copies of transcripts must be mailed directly to Howard University by the registrar or other authorized representative of the issuing institution.** Transcripts issued to and/or received and submitted by applicants will not be accepted and will delay the completion of the admission application process.

Please request four individuals who may attest to your character, interest, and potential for success in the social work profession to submit recommendations on your behalf. Appropriate recommenders include college professors, employment supervisors, volunteer and community service supervisors, credentialed social work practitioners and others who are able to provide an objective professional recommendation on your behalf. Applicants who earned baccalaureate or graduate degrees within one year of application and applicants transferring from other accredited MSW degree programs must obtain at least two recommendations from faculty who taught them. Please, do not request relatives, close friends or peers to submit recommendations on your behalf.

## **Information for International Applicants**

In addition to the foregoing requirements, international applicants must submit the following information and materials:

- Official copies of transcripts, final certificates and/or mark/grade sheets, which must show proof of degrees earned, courses taken, and marks/grades received, and must be sent to the School of Social Work directly by the issuing college or university.
- International transcripts must be evaluated for equivalency to US academic requirements by *World Education Services (WES)* ([www.wes.org](http://www.wes.org)), or the *American Association of Collegiate Registrars and Admissions Officers (AACRAO)* ([www.aacrao.org](http://www.aacrao.org)). The evaluation report must be submitted directly to the School of Social Work by WES or AACRAO.
- If the transcripts are not in English, official English translations must accompany the transcripts.
- All documents must bear the same name indicated on the Howard University School of Social Work admission application form unless an official document indicating a change of name is submitted.
- A score from the Test of English as a Foreign Language (TOEFL) ([www.toefl.org](http://www.toefl.org)) is required for applicants from countries where English is not the official language. A minimum computer-based score of 213 is required. TOEFL scores must be sent directly to the School of Social Work by the Educational Testing Service (ETS). Only official score reports within two years of the admission application are accepted (HU code 5297). TOEFL scores are not required for international students who earned degrees from US colleges or universities.
- Following approval for admission, international students must apply for an *F-1 Visa* to immigrate to the United States to formally enroll in the MSW program. To begin the visa application process, international applicants who have been formally accepted for admission must complete and submit a *Statement of Financial Resources* form. The *Statement of Financial Resources* verifies proof of financial support. Applicants must provide proof of sufficient resources to cover the expenses of one full year of enrollment in the MSW degree program \$32,218.00, US Dollars, for 2010-2011. Formal documentation indicating sources of funds, such a certified bank statement dated with three months of registration, must accompany the form. Verification of six months history with the bank or financial institution must also accompany the form. A copy of the *Statement of Financial Resources* form may be downloaded from [www.socialwork.howard.edu](http://www.socialwork.howard.edu). Follow the link for *MSW Program*, and follow the link for *MSW Application Forms*.

Additional information about the requirements for international applicants who have been accepted for admission may be obtained from the Howard University *Office of International Student Services* at <http://www.howard.edu/internationalservices>, and (202) 806-7517.

## **Submit Applications**

Applicants must submit **ALL** admission application materials directly to:

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

**And**

**[socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu)**

## **Contact Us**

Please contact the School of Social Work Admissions Office if needed at (202) 806-6450, and [socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu). Additional information is also available at [www.socialwork.howard.edu](http://www.socialwork.howard.edu), and [www.howard.edu](http://www.howard.edu).

## MSW CURRICULUM DESIGNS

Regular Sixty (60) Hour Degree Program  
Four Semesters or Two Academic Years

### DIRECT PRACTICE MAJORS

<b>Semester I</b>		<b>Semester II</b>	
Social Work Practice & Processes <sup>†</sup>	03	Direct Service Practice <sup>†</sup>	03
Field Education I	06	Field Education II	06
Human Behavior & Social Environment I	02	Human Behavior & Social Environment II	02
Research Methods for Social Workers	02	Data Analysis for Social Workers	02
Social Welfare Policy & Services I	02	Social Welfare Policy & Services II	02
<b>CREDIT HOURS</b>	<b>15</b>	<b>CREDIT HOURS</b>	<b>15</b>
<b>Semester III</b>		<b>Semester IV</b>	
Intervention Planning & Strategies in Direct Service <sup>†</sup>	03	Intervention with Selected Clinical Problems <sup>†</sup>	03
Field Education III	06	Field Education IV	06
Psychopathology*	02	Field of Practice II	02
Field of Practice I	02	Elective	02
Practice Evaluation	02	Elective	02
<b>CREDIT HOURS</b>	<b>15</b>	<b>CREDIT HOURS</b>	<b>15</b>

\*Psychopathology is required for all Direct Service majors.

<sup>†</sup>All methods courses must be taken concurrently with Field Education.

### COMMUNITY, ADMINISTRATION & POLICY (CAP) PRACTICE MAJORS

<b>Semester I</b>		<b>Semester II</b>	
Social Work Practice & Processes <sup>†</sup>	03	Community & Organization Assessment & Practice <sup>†</sup>	03
Field Education I	06	Field Education II	06
Human Behavior & Social Environment I	02	Human Behavior & Social Environment II	02
Research Methods for Social Workers	02	Data Analysis for Social Workers	02
Social Welfare Policy & Services I	02	Social Welfare Policy & Services II	02
<b>CREDIT HOURS</b>	<b>15</b>	<b>CREDIT HOURS</b>	<b>15</b>
<b>Semester III</b>		<b>Semester IV</b>	
Human Service Administration <sup>†</sup>	03	Resource Development <sup>†</sup>	03
Field Education III	06	Field Education IV	06
Field of Practice I	02	Field of Practice II	02
Advanced Community Organizing or Advanced Social Policy Analysis**	02	Elective	02
Practice Evaluation	02	Elective	02
<b>CREDIT HOURS</b>	<b>15</b>	<b>CREDIT HOURS</b>	<b>15</b>

<sup>†</sup>All practice methods courses must be taken concurrently with *Field Education*.

\*\*CAP (Macro) Practice majors must complete either *Advanced Community Organizing* or *Advanced Social Policy Analysis*.

**NOTE:**

---Sixty (60) credit hours are required for graduation with a 3.00 minimum cumulative grade point average.

---*Field Education I and II* require 2 days per week in the field.

---*Field Education III & IV* require 2 1/2 days per week in the field.

---*Field of Practice I* must be completed concurrently with *Field Education III*

---*Field of Practice II* must be completed concurrently with *Field Education IV*

---*Field of Practice* courses may be taken as electives ONLY during the student's advanced year, following completion of all first year courses, 30 credit hours.

## PLANNED PART-TIME ENROLLMENT

The planned part-time curriculum allows students to complete course work in three or four years. The first year/first two semesters are used to complete foundation courses: Human Behavior & the Social Environment I & II; Social Welfare Policy & Services I & II, Research Methods for Social Workers, and Data Analysis for Social Workers. Enrollment in Field Education begins in the second year/third semester of enrollment.

Concurrent enrollment in field of practice courses (*Family and Child Welfare Services, Criminal Justice, Health, Mental Health, Social Gerontology, or Displaced Populations I and II*) while enrolled in *Field Education III & IV*, and practice methods III & IV (*Intervention Planning & Strategies and Intervention with Selected Clinical Problems* for direct practice majors, and *Human Service Administration and Resource Development* for CAP Practice majors) is required. This is necessary to foster the development, integration, application and reinforcement of practice knowledge and skills.

### Plan A

<b>Planned Part-time Curriculum – Three Years – 60 Credit Hours (Includes Summer School)</b>	
<b>First Year: 12 Credits</b>	<b>Summer: 4 credits</b>
Social Welfare Policy & Services I & II Human Behavior & the Social Environment I & II Research Methods for Social Workers Data Analysis for Social Workers <i>Some of these courses make be completed in Summer School.</i>	Practice Evaluation Psychopathology (for Direct Practice majors) Advanced Policy Analysis or Advanced Community Organization (for CAP Practice majors)
<b>Second Year: 20 Credits</b>	<b>Third Year: 24 Credits</b>
Field Education I and II Social Work Practice & Processes, and Direct Service Practice (for Direct Practice majors), or Community, & Organization Assessment & Practice (for CAP Practice majors) Elective Course	Field Education III & IV Intervention Planning & Strategies in Direct Services, and Intervention with Selected Clinical Problems (for Direct Practice majors), or Human Service Administration, and Resource Development (for CAP Practice majors) Elective Course

### Plan B

<b>Planned Part-time Curriculum – Four Years – 60 Credit Hours</b>	
<b>First Year: 12 Credits</b>	<b>Third Year: 22 Credits</b>
Social Welfare Policy & Services I & II Human Behavior & the Social Environment I & II Research Methods for Social Workers Data Analysis for Social Workers	Field Education III and IV Intervention Planning & Strategies, and Intervention with Selected Clinical Problems (for Direct Practice majors), or Human Service Administration, and Resource Development (for CAP Practice majors)
<b>Second Year: 18 Credits</b>	<b>Fourth Year: 8 Credits</b>
Field Education I and II Social Work Practice & Processes, and Direct Service Practice (for Direct Practice majors), or Community & Organization Assessment & Practice (for CAP Practice majors)	Practice Evaluation Psychopathology (for Direct Practice majors) Advanced Community Organizing, or Advanced Policy Analysis (for CAP Practice majors) Elective Course Elective Course

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

**Application Fee: \$45.00**  
**(Non-refundable Money Order or**  
**Cashier's Check only)**

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: \_\_\_\_\_

**Please indicate your citizenship, residency, country of origin and birthplace below. Use "A" Codes and "B" Codes on Code Sheet to respond.**

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

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

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 MSW 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.**

College or University	School Code (if known)	City	State	Country	Major	Degree Awarded	Dates Enrolled	
							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(s).**

- 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 of cashier's check, payable to Howard University) and all 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).

# 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	YG 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. only; M.A. and Ph.D. offered from Graduate School)*

## 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

*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

## MSW ADMISSION APPLICATION CHECKLIST

*Please complete and submit the MSW Admission Application Checklist with your admission application. Please submit all of the required admission application materials together, except for the academic transcript, and official copies of evaluations of international academic transcripts. Transcripts and transcript evaluations must be sent to the School of Social Work directly by the issuing colleges, universities and transcript evaluation organizations. Please indicate the date you requested your college or university to send your transcript to the School of Social Work. Applicants with international credentials, please indicate the organization and the date of your request for an evaluation of your credentials to be sent to the School of Social Work.*

**Applicant Name:**

**Email Address:**

**Date Submitted:**

Item	Enclosed (✓)
Admission Application Form (required)	
\$45.00 Admission Application Fee (required): <i>Money Order or Cashier's Check only – do not send personal check.</i>	
MSW Applicant Experience Summary (required)	
MSW Statement of Interest Essay (required)	
Recommendation Letter 1 (required) Name:	
Recommendation Letter 2 (required) Name:	
Recommendation Letter 3 (required) Name:	
Recommendation Letter 4 (required) Name:	
Self Assessment for Admission to the Advanced Standing Program (social work majors only)	
Explanation Letter: Arrest (if needed)	
Explanation Letter: Conviction of crime/sentencing to correctional or penal institution (if needed)	
Explanation Letter: Disciplinary Action at an educational institution (if needed)	
Explanation Letter: Academic Action at an educational institution (if needed)	
Photocopy of front and back of "Green Card" (Permanent Residents only)	
Transcripts	Date Requested
<i>Transcripts must be sent directly to the School of Social Work by the issuing institutions. <u>Do not</u> obtain and enclose your transcript.</i>	
Official Transcript 1 (required) Name of College/University:	
Official Transcript 2 (if needed) Name of College/University:	
Official Transcript 3 (if needed) Name of College/University:	
Official Transcript 4 (if needed) Name of College/University:	
Official Transcript 5 (if needed) Name of College/University:	
Official Transcript 6 (if needed) Name of College/University:	
Transcript Evaluation (required for applicants with degrees from international institutions) Name of Evaluating Organization:	
Transcript Translation (required for transcripts that are not in English) Name of Translation Organization:	

