

DEPARTMENT OF SOCIAL WORK

Information for Applicants to the Master of Social Work program

The University of Northern Iowa Master of Social Work Program offers a standard two-year degree for students who do not have a bachelor's degree in social work and a one-year plus summer advanced standing program for those with a bachelor's degree in social work from a Council on Social Work Education accredited program. Our programs are accredited by the Council on Social Work Education.

We are now accepting applications for the two-year Master of Social Work (M.S.W.) Program beginning Fall, 2010 and the Advanced Standing Program beginning June, 2010. Applications will be accepted until February 1, 2010 for both programs. Students admitted are required to enroll in the program on a full-time basis and are expected to remain full-time through the programs.

We are also accepting applications for a limited Extended Enrollment Option of our Advanced Standing Program. The Extended Enrollment Option (Part-time) is available for admission on a very limited basis to individuals who:

- \$ Qualify for Advanced Standing
- \$ Work full time in social services
- \$ Can attend at the times courses are offered (3 hr. blocks)
- \$ Can complete all requirements within a preferred three years but no more than four years

The Department of Social Work is committed to the selection of applicants who demonstrate strong potential to successfully undertake graduate studies in Social Work, who will contribute to a culturally and ethnically diverse student body, who indicate commitment to the profession, and who have some liberal arts background.¹

M.S.W. Application and Requirements, Packet and Instructions

(Note: International Students refer to Page 4 and follow Application Procedures for International Applicants.)

Your Master of Social Work Application Packet includes the following:

1. University of Northern Iowa Application for Graduate Study (four pages).
2. The Department of Social Work M.S.W. Application (four pages) and instructions for completion.
3. Three Reference Forms and Envelopes.
4. A large return envelope addressed to the Secretary of the Graduate Program in Social Work.

¹ The University does not discriminate in access to, or treatment or employment in its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status, or disability.

Requirements and Instructions for Completing the M.S.W. Application

1. Three written **references** are required. Applicants must use the official reference forms and envelopes included in the Application Packet. References are to be sealed, signed by the referee across the seal, and returned, unopened, with the application packet. One reference should be submitted by the applicant's advisor or a faculty member if the applicant is currently enrolled in a college or university or is a recent graduate. References from a current employer, college advisor, volunteer supervisor, and others who are familiar with the applicant's work or community service experiences are recommended (but not personal friends, employees, or relatives).
2. **Degree and Grade Point.** Successful applicants must have a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 3.00 on a 4.00 scale. Students who do not meet this requirement and who demonstrate in their application other strengths or exceptional circumstances may be admitted on a provisional basis. You may wish to supplement your application by calculating your GPA for your last two years of your undergraduate degree program, or if you attended part-time, calculate your GPA for your last 60 credit hours. Provisionally admitted students will be required to achieve a grade point average of 3.00 in the first semester of course work.

The program reserves the right to admit with additional provisions, including Advanced Standing applicants who have not demonstrated, in their baccalaureate social work programs, mastery of required Foundation courses.

3. Successful applicants must have a **liberal arts perspective** as evidenced by a minimum of twenty-one semester hours or the equivalent quarter hours of college level courses in literature, art, philosophy, composition, history, humanities, mathematics, natural sciences, and the social and behavioral sciences which address cultural diversity, social conditions and problems.
4. Competence must be demonstrated in the use of basic **statistical methods**. This requirement may be demonstrated by having completed a statistics course from an accredited institution with a minimum grade of C or by successful completion of a course offered by the University of Northern Iowa Department of Social Work. While not recommended, this requirement may be met after admission.
5. **Official Transcripts** are required from all postsecondary institutions attended with the exception of the University of Northern Iowa. The official transcripts are to be sent by the college or university directly to the University of Northern Iowa, Office of the Registrar. Applicants will not be considered if an official copy has not been received by the Office of the Registrar by the deadline for application. We advise you allow at least one month lead time for requesting transcripts.
6. An **Autobiographical Statement** is required from each applicant. This will assist the Admissions Committee in obtaining a better understanding of your interest in graduate social work education. The statement should be typed, double-spaced, and not exceed 1,000 words. The personal statement may include the following content areas:

- § Career objectives and reasons for wanting a M.S.W.
- § Work experiences and/or community service
- § Experience with historically oppressed populations
- § Ability to complete a full-time program

7. Completion of the General Test of **Graduate Record Examination (GRE)** is **optional**. However, the GRE general test scores including the analytic writing score may be submitted in support of applications. If the GRE scores are to be considered by the Admissions Committee, the test should be taken as early as possible to ensure receipt of the test results by the Department of Social Work before the February 1 application deadline. Information on the GRE may be obtained from the Educational Testing Service, Box 955, Princeton, NJ 08541 or call 800/GRE-CALL. The GRE test scores are to be sent directly by the Educational Testing Service to the UNI Office of the Registrar.

Application Procedures Checklist

The following admission credentials are to be enclosed in the envelope provided and mailed (preferably certified) or delivered to the:

Secretary of the Graduate Program in Social Work
Department of Social Work
University of Northern Iowa
214 East Bartlett
Cedar Falls, IA 50614-0405

- Application for Graduate Study at the University of Northern Iowa
- Department of Social Work M.S.W. Application Form
- Three Letters of Reference
- Autobiographical Statement signed and dated
- Application for Graduate Tuition Scholarship and Application for Graduate Assistantship Stipend (if applying for full-time program and if requesting a tuition scholarship and/or a graduate assistantship).

The following credentials are to be mailed to the UNI Office of the Registrar:

University of Northern Iowa
UNI Office of the Registrar
Gilchrist 115
Cedar Falls, IA 50614-0006

- The University Application Fee of \$30.00, unless the applicant received her or his undergraduate degree from the University of Northern Iowa.
- Submission of **official** academic transcripts from all colleges and universities attended except from the University of Northern Iowa.
- If the applicant desires to have the Admissions Committee consider the General and Written Tests of the Graduate Record Exam, the test scores are to be sent directly by the Educational Testing Service to the UNI Office of the Registrar.

Application Deadline, Notice of Decision, Acceptance Process

All admission credentials must be received no later than 4:30 p.m. on **February 1, 2010**. Incomplete applications or applications received after the February 1, 2010 deadline will not be considered.

All applicants will be notified of the M.S.W. Admissions Committee's decision by approximately **April 1, 2010**. Applicants will be notified of one of four decisions on their application: a) accepted, b) accepted with provisions, c) placed on a ranked alternate list, or d) not accepted.

The ranked alternate list will be maintained in the event of withdrawals until the second week of class in each program.

Application Procedures for International Applicants Only

International students who wish to apply for admission may obtain application materials from the Graduate M.S.W. Program and the International Services Office.

Applicants may also contact the **Office of Admissions** at 319/273-5925 or write to

Office of Admissions
Attn: Linda Jernigan
002 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0018 USA

for additional information and application forms.

International applicants are expected to meet the minimum requirements for admission to the Graduate M.S.W. Program (see above) and the deadline of **February 1, 2010** for two-year applicants for the submission of all application materials. All international applicants who are not native speakers of English must submit an official **Test of English as a Foreign Language (TOEFL)** score report. The recommended minimum score is 550 or above (213 for the computerized TOEFL and 79-80 for the internet-based TOEFL).

For applicants needing to demonstrate competency in the English Language, the Test of English as a Foreign Language (TOEFL), if taken, must be sent directly by the Educational Testing Service (ETS) to the Office of Admissions.

For international applicants who do not meet the language proficiency requirement, the University of Northern Iowa offers a full-time Culture and Intensive English Program. Courses offered through this program are not for academic credit, and tuition is charged separately.

International applicants who request financial assistance may complete the Application for Graduate Tuition Scholarship and Application for Graduate Assistantship Stipend. The Department of Social Work offers a limited number of graduate assistantships and graduate tuition scholarships. You should not plan on financial assistance unless a written offer of aid is received from the Graduate College.

International applicants are to submit the following application materials to the **Office of Admissions**:

- International Application for Admission (not the UNI Application for Graduate Study)
- Educational Background Form
- Financial Statement and Certification for International Students
- Department of Social Work M.S.W. Application Form
- TOEFL Score
- Autobiographical Statement signed and dated
- Three reference letters sealed and signed by the referee
- Transcripts from all post-secondary institutions attended. All transcripts in a language other than English must be accompanied by an official English translation.
- Application for Graduate Tuition Scholarship and Application for Graduate Assistantship Stipend (if requesting a tuition scholarship and/or a graduate assistantship).

After an applicant is admitted to the graduate social work program and the availability of funds has been verified, the Office of Admissions will issue the Certificate of Eligibility (Form I-20) to be used in support of the student's visa application. The pre-departure information (schedule of classes, orientation schedule, etc.) will be mailed along with Form I-20.