

Please read the MSW Admissions Policy and refer to Section III - E on page 7 for specific information before completing this form

The University of Iowa School of Social Work requests this information for the purpose of evaluating your application for admission. No persons outside the University are routinely provided this information, except for directory information such as name and local address. Responses to items marked "optional" are optional; all other items are required. If you fail to provide the required information, the School of Social Work may lack sufficient information to adequately evaluate your application for admission.

Please print, complete, and return this form before February 1<sup>st</sup> to Susan Dirks, Admissions and Programs Coordinator, University of Iowa School of Social Work, 308 North Hall, Iowa City IA 52242, or fax to: 319-335-1711. Do not submit by email unless directed to do so.

Name: \_\_\_\_\_ UI ID#, if known, or leave blank: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email address(es): \_\_\_\_\_

Birthdate(optional): \_\_\_\_\_ Gender(optional):  Female  Male  
(MM/DD/YYYY)

Ethnicity(optional): Are you Hispanic/Latino/a?  yes  no What race do you consider yourself to be? (indicate one or more):  
 Alaskan Native or American Indian (please list Tribal/Nation Affiliation below)  African American/Black  Asian  
 Native Hawaiian or other Pacific Islander  White  Other(specify below)  No Response

Please feel free to list any information related to your ethnicity

How did you learn about the UI MSW program? \_\_\_\_\_

Have you ever been convicted of a crime other than a simple traffic violation?  Yes\*  No

\*If you answer Yes to this question, please refer to Part 1 the Admission Policy Statement, page 2 under 1-D for further information.

1. ACADEMIC HISTORY

Undergraduate History

Bachelor's degree:  BA  BS  BSW  other \_\_\_\_\_ Month and year conferred: \_\_\_\_\_

Bachelor's degree major(s) \_\_\_\_\_

Conferring institution \_\_\_\_\_ GPA CUM: \_\_\_\_\_

Note the name and location of the college or university where you graduated (or will graduate), and cumulative grade point average.

Graduate History

Complete this section if you are currently attending a grad level program, or plan to take grad level courses before Fall 2012:

Total grad credits earned by Fall 11: \_\_\_\_\_ Graduate institution \_\_\_\_\_  
Semester hours

Complete if you will have another graduate level degree conferred before fall 2012:

Graduate degree:  MA  MS  other \_\_\_\_\_ Month and year conferred: \_\_\_\_\_

Conferring institution \_\_\_\_\_ GPA CUM: \_\_\_\_\_

Note the name and location of the college or university where you graduated (or will graduate), and cumulative grade point average.

Graduate Major(s) \_\_\_\_\_

2. EMPLOYMENT EXPERIENCE

Social Work or related field: \_\_\_\_\_ years \_\_\_\_\_ months (Note in full time equivalence as of the date you submit this form)

3. PROGRAM  60 semester hour program, if your bachelor's degree is **not** in Social Work, you have REGULAR standing  
 48 semester hour program, if your bachelor's degree **is** in Social Work\*, you have ADVANCED standing

\*CSWE Accredited university or college \_\_\_\_\_

4. CENTER AND STATUS The School offers the MSW Program in Iowa City, Des Moines, the \*Quad Cities, and \*Sioux City. \*The Quad Cities and Sioux City part-time 3year cohorts are underway and we are not accepting applications for those locations at this time.

Please check only one center and one corresponding program. Refer to page 7 Policy Statement E-4 "Choice of Program".

Des Moines Center &  2 year Full-time  3 Year program  4 Year Part-time program

or

Iowa City Center &  2 year Full-time  3 Year program  4 Year Part-time program

\*Iowa City Joint Degree with \_\_\_\_\_

\*before selecting this option, review the information on Joint Degree, part 1, page 7, 1d MSW Admission Policy Statement

- 5a. CONCENTRATION See description in the [University Catalog Reprint](#); students may elect to switch after enrolling.

Family Centered Practice

Integrated Practice

- 5b. SPECIAL CURRICULUM INTEREST(S):

End of Life

Marriage & Family

Criminal Justice

Mental Health

Family Based Services

Public Child Welfare

Aging/Gerontology

Social Work in the Schools

Health Setting

Substance Abuse Treatment

Rural Social Work

Other \_\_\_\_\_

- 5c. PRIMARY INTEREST: (For purpose of matching interests with a faculty advisor, please indicate your primary interest area from 5b above), please **limit** or condense **to** your top **three** choices maximum:

6. INDICATE YOUR PREFERENCES FOR YOUR PRACTICUM LOCATION (see Practicum Policy):

Des Moines

Iowa City/Cedar Rapids

Quad Cities

Sioux City

Would accept assignment anywhere

7. FINANCIAL ARRANGEMENTS

The School of Social Work has limited resources available for students. See Part 1 MSW Policy, page 9 for details.

To help in planning, please check all that apply (optional):

I plan to maintain employment outside of school while in the program

I plan to seek an assistantship through the school

I plan to apply for financial aid in the form of:  Loans  Student Employment

8. STATEMENT OF PURPOSE: A Statement of Purpose which addresses the criteria in MSW Admission Policy, part 1 page 5, should be sent to: Admissions, UI School of Social Work, 308 North Hall, Iowa City, IA 52242. You may submit additional materials which would support your admission (previous work, evidence of achievement, additional references, etc.). E-mailed copies will not be printed.

9. REFERENCES: Three completed and signed 2012 SSW MSW reference forms should be sent to Admissions, School of Social Work, The University of Iowa, 308 North Hall, Iowa City IA 52242. Refer to MSW Admissions Policy, part 1 page 6, for detailed reference requirements. You are required to complete in full and sign the top section of each form: "completed by the Applicant".

10. RESUME: A resume should also be sent to Admissions, School of Social Work, The University of Iowa, 308 North Hall, Iowa City, IA 52242. Refer to MSW Admissions Policy part 1 page 6, for a description of the requirements.

11. GRADUATE COLLEGE APPLICATION: Applicants to the UI MSW program must also apply to the UI Graduate College. Apply and pay the fee online: <https://apply.admissions.uiowa.edu/admissions/login.page>.

12. TRANSCRIPTS: Official transcripts must be submitted directly from your educational institutions to the Graduate Admissions office. UI students do not need to supply official transcripts to the grad admissions office or to SSW, they will be provided upon request. Submit COPIES of all other transcripts to SSW, Grad Admissions does not provide them. Transcript copies sent to SSW need **not** be official.

**X Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this completed form and necessary attachments to: Susan Dirks, Admissions and Programs Coordinator, UI School of Social Work, 308 North Hall, Iowa City IA 52242-1223 before Feb. 1. Contact: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu), 319-335-1255, Fax: 319-335-1711.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information <http://www.uiowa.edu/%7Eeod/>. (319) 335-0705

**APPLICANT complete this section in full:**

**X**Applicant's Name (Print) \_\_\_\_\_ UI ID#, if known, or leave blank: \_\_\_\_\_

**X**Email addresses \_\_\_\_\_ phone: \_\_\_\_\_

**X**print your reference's name: \_\_\_\_\_

Please submit three references from people who are in a position to provide statements concerning your academic qualifications, your recent or current employment, or your personal qualifications for entry into graduate school education. At least one of the letters should be an academic reference regarding your college experience and at least one letter should be provided from the most recent employer, if ever employed in social work or a related field. Each reference writer should be provided this form, **with this section completed and signed by the applicant.**

For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work (address listed on the back of this form). **Your signature is required on this form.**

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and **will not be available** for your inspection or released to any third party. (Note: Applicants **not** approved for admission have **no** access to their file). Please mark the appropriate statement below, indicating your choice of options, and sign your name. Your choice has no bearing on admission decisions.

I waive my right to review this recommendation.       I do not waive my right to review this recommendation.

**X**Applicant's Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_  
Applying to Center: Iowa City    Des Moines

**REFERENCE WRITER complete this section, pages 1 and 2:**

You have been asked to complete an evaluation of the above named individual who is applying for admission to the Graduate School of Social Work in order to obtain the Master of Social Work (M.S.W.) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has matriculated. (Note: Applicants **not** approved for admission have **no** access to their file).

1. In what capacities have you known the applicant? Professor    Research Supervisor    Academic Advisor    Field Instructor  
Employment Supervisor    Co-worker    Other \_\_\_\_\_ How long have you known the applicant? \_\_\_/yrs. \_\_\_/mos.

2. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known:

	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
Sensitivity and capacity for accepting differences in race, class, culture, lifestyles and ideas						
Academic performance						
Intellectual ability						
Maturity/emotional stability						
Oral communication skills						
Written communication skills						
Openness to learning with capacity to change; ability to think critically						
Capacity for leadership						
Ability to work with others						
Attitudes and behaviors reflecting social work values and ethics						
Interpersonal skills						

3. If on the previous ranking you rated the applicant particularly high or particularly low on any item, please comment.

4. Success as a social worker requires intelligence, maturity, sound judgment, compassion, self-awareness, adaptability, a sense of responsibility and resourcefulness. Please assess the applicant's academic and professional promise within this context. We would appreciate your general comments as well as specific examples of the applicant's experiences as they reflect a desire and ability to enter the profession of social work. (Feel free to attach separate letter)

5. Please check one:
- I recommend highly.
  - I recommend.
  - I recommend with reservations.
  - I do not recommend.

Reference Writer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name(print or type) \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Please print applicant's name: \_\_\_\_\_

**Thank you for submitting this reference as soon as possible. Please note the admissions deadline is February 1<sup>st</sup>, 2012.**  
If the reference form does not arrive by the deadline, the applicant file will be incomplete and NOT reviewed for 2012 session.

**SEND COMPLETED FORM TO:** Susan Dirks, Admissions and Programs Coordinator  
The University of Iowa School of Social Work  
Room 308 North Hall  
Iowa City IA 52242  
**OKAY to FAX: 319-335-1711**

If you have questions about this form, email: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu) or call: 319-335-1255, or 800-553-4692-ask for The School of Social Work

**APPLICANT complete this section in full:**

**X**Applicant's Name (Print) \_\_\_\_\_ UI ID#, if known, or leave blank: \_\_\_\_\_

**X**Email addresses \_\_\_\_\_ phone: \_\_\_\_\_

**X**print your reference's name: \_\_\_\_\_

Please submit three references from people who are in a position to provide statements concerning your academic qualifications, your recent or current employment, or your personal qualifications for entry into graduate school education. At least one of the letters should be an academic reference regarding your college experience and at least one letter should be provided from the most recent employer, if ever employed in social work or a related field. Each reference writer should be provided this form, **with this section completed and signed by the applicant.**

For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work (address listed on the back of this form). **Your signature is required on this form.**

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and **will not be available** for your inspection or released to any third party. (Note: Applicants **not** approved for admission have **no** access to their file). Please mark the appropriate statement below, indicating your choice of options, and sign your name. Your choice has no bearing on admission decisions.

I waive my right to review this recommendation.       I do not waive my right to review this recommendation.

**X**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applying to Center: Iowa City    Des Moines    Sioux City

**REFERENCE WRITER complete this section, both pages 1 and 2:**

You have been asked to complete an evaluation of the above named individual who is applying for admission to the Graduate School of Social Work in order to obtain the Master of Social Work (M.S.W.) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has matriculated. (Note: Applicants **not** approved for admission have **no** access to their file).

1. In what capacities have you known the applicant? Professor    Research Supervisor    Academic Advisor    Field Instructor  
Employment Supervisor    Co-worker    Other \_\_\_\_\_ How long have you known the applicant? \_\_\_/yrs. \_\_\_/mos.

2. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known:

	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
Sensitivity and capacity for accepting differences in race, class, culture, lifestyles and ideas						
Academic performance						
Intellectual ability						
Maturity/emotional stability						
Oral communication skills						
Written communication skills						
Openness to learning with capacity to change; ability to think critically						
Capacity for leadership						
Ability to work with others						
Attitudes and behaviors reflecting social work values and ethics						
Interpersonal skills						

3. If on the previous ranking you rated the applicant particularly high or particularly low on any item, please comment.

4. Success as a social worker requires intelligence, maturity, sound judgment, compassion, self-awareness, adaptability, a sense of responsibility and resourcefulness. Please assess the applicant's academic and professional promise within this context. We would appreciate your general comments as well as specific examples of the applicant's experiences as they reflect a desire and ability to enter the profession of social work. (Feel free to attach separate letter)

5. Please check one:
- I recommend highly.
  - I recommend.
  - I recommend with reservations.
  - I do not recommend.

Reference Writer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name(print or type) \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Please print applicant's name: \_\_\_\_\_

**Thank you for submitting this reference as soon as possible. Please note the admissions deadline is February 1<sup>st</sup>, 2012.**  
If the reference form does not arrive by the deadline, the applicant file will be incomplete and NOT reviewed for 2012 session.

**SEND COMPLETED FORM TO:** Susan Dirks, Admissions and Programs Coordinator  
The University of Iowa School of Social Work  
Room 308 North Hall  
Iowa City IA 52242  
**OKAY to FAX: 319-335-1711**

If you have questions about this form, email: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu) or call: 319-335-1255, or 800-553-4692-ask for The School of Social Work

**APPLICANT complete this section in full:**

**X**Applicant's Name (Print) \_\_\_\_\_ UI ID#, if known, or leave blank: \_\_\_\_\_

**X**Email addresses \_\_\_\_\_ phone: \_\_\_\_\_

**X**print your reference's name: \_\_\_\_\_

Please submit three references from people who are in a position to provide statements concerning your academic qualifications, your recent or current employment, or your personal qualifications for entry into graduate school education. At least one of the letters should be an academic reference regarding your college experience and at least one letter should be provided from the most recent employer, if ever employed in social work or a related field. Each reference writer should be provided this form, **with this section completed and signed by the applicant.**

For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work (address listed on the back of this form). **Your signature is required on this form.**

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and **will not be available** for your inspection or released to any third party. (Note: Applicants **not** approved for admission have **no** access to their file). Please mark the appropriate statement below, indicating your choice of options, and sign your name. Your choice has no bearing on admission decisions.

I waive my right to review this recommendation.       I do not waive my right to review this recommendation.

**X**Applicant's Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Applying to Center: Iowa City    Des Moines    Sioux City

**REFERENCE WRITER complete this section, pages 1 and 2:**

You have been asked to complete an evaluation of the above named individual who is applying for admission to the Graduate School of Social Work in order to obtain the Master of Social Work (M.S.W.) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has matriculated. (Note: Applicants **not** approved for admission have **no** access to their file).

1. In what capacities have you known the applicant? Professor    Research Supervisor    Academic Advisor    Field Instructor  
Employment Supervisor    Co-worker    Other \_\_\_\_\_ How long have you known the applicant? \_\_\_/yrs. \_\_\_/mos.

2. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known:

	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
Sensitivity and capacity for accepting differences in race, class, culture, lifestyles and ideas						
Academic performance						
Intellectual ability						
Maturity/emotional stability						
Oral communication skills						
Written communication skills						
Openness to learning with capacity to change; ability to think critically						
Capacity for leadership						
Ability to work with others						
Attitudes and behaviors reflecting social work values and ethics						
Interpersonal skills						

3. If on the previous ranking you rated the applicant particularly high or particularly low on any item, please comment.

4. Success as a social worker requires intelligence, maturity, sound judgment, compassion, self-awareness, adaptability, a sense of responsibility and resourcefulness. Please assess the applicant's academic and professional promise within this context. We would appreciate your general comments as well as specific examples of the applicant's experiences as they reflect a desire and ability to enter the profession of social work. (Feel free to attach separate letter)

5. Please check one:
- I recommend highly.
  - I recommend.
  - I recommend with reservations.
  - I do not recommend.

Reference Writer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name(print or type) \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Please print applicant's name: \_\_\_\_\_

**Thank you for submitting this reference as soon as possible. Please note the admissions deadline is February 1<sup>st</sup>, 2012.**  
If the reference form does not arrive by the deadline, the applicant file will be incomplete and NOT reviewed for 2012 session.

**SEND COMPLETED FORM TO:** Susan Dirks, Admissions and Programs Coordinator  
The University of Iowa School of Social Work  
Room 308 North Hall  
Iowa City IA 52242  
**OKAY to FAX: 319-335-1711**

If you have questions about this form, email: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu) or call: 319-335-1255, or 800-553-4692-ask for The School of Social Work

This checklist is for you to keep. We hope it will be useful for tracking the different parts of your application. You may list the dates you mailed materials or dates you request that transcripts or references be sent and the people you speak with.

**TIP:** Make sure your name appears on the front of your personal statement and essays. Staple the sections together.

**TIP:** Keep a copy of all materials you send.

Remember that your application will only be reviewed after all materials have arrived to the School of Social Work and the Graduate Admissions office at UI. It is your responsibility to make sure everything has arrived by the deadline!

**TIP:** The MSW Admissions Policy Statement is your guide to the application process.

You may contact the School of Social Work directly by email: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu) or phone: 319-335-1255. You may also reach the School or Graduate Admissions by calling toll-free: 1-800-553-4692 (IOWA) and ask for either department.

**TIP:** You will **not** see the SSW application status online, you must contact the School for that info: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu)

What you see online is the status of the material received by UI Graduate Admissions office only.

**The following parts of your application are to be sent to UI Graduate Admissions, 107 Calvin Hall, Iowa City IA 52242-1396**

<i>Date</i>	<i>Contact Person</i>	
_____	_____	Submit online <a href="#">Grad College Application</a> and pay the Fee No need to complete part E or F for the Grad College Application, since you'll be sending your statement of purpose directly to the School of Social Work. Apply online and pay with credit card.
_____	_____	Contact all previously attended Colleges and Universities Have them send transcripts to Grad Admissions and SSW – <i>official</i> copy to UI Grad Admissions office. If you are a UI alumnus or current student, do not send UI transcripts.
_____	_____	TOEFL scores sent to UI-if applicable For international applicants who are non-native speakers. See C4 Grad Admissions Application Instructions.
_____	_____	Follow-up with Grad Admissions (check online)*

\*You will **not** see the SSW application status online, what you see online is the status of the material received by UI Graduate Admissions only.

**Send the following parts directly to Admissions: Susan Dirks, UI School of Social Work, 308 North Hall, Iowa City IA 52242**

It is your *responsibility* to contact the School of Social Work directly to confirm what has arrived before the Feb 1 deadline: [susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu)

<i>Date</i>	<i>Contact Person</i>	
_____	_____	3-SSW Reference Forms to Reference Writers It is important to put the reference writer's name on the front of the form, fill out the top part completely. It is best to supply addressed forwarding envelopes to the reference writer. Follow-up with reference writers to make sure the forms were completed and forwarded to SSW. OK to fax (# on form), due by Feb 1 <sup>st</sup> !
_____	_____	Transcript copies of all colleges attended and report of current registration sent to SSW Transcript copies from all outside colleges and universities must be submitted to SSW, Grad Admissions does not provide them. Transcripts sent to SSW need <b>not</b> be official. UI students and alumni may request to have your UI academic records printed by the Admissions Coordinator: <a href="mailto:susan-dirks@uiowa.edu">susan-dirks@uiowa.edu</a>
_____	_____	SSW Application Form for Fall 2012, Statement of Purpose, Essays and Resume send to SSW - See instructions beginning page 5, Part 1, Admissions Policy Statement.
_____	_____	Follow-up with SSW Admissions ( <a href="mailto:susan-dirks@uiowa.edu">susan-dirks@uiowa.edu</a> ) to confirm your file is complete*

\*You will **not** see the SSW application status online, what you see online is the status of the material received by UI Graduate Admissions only.