

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 1st 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.

Name: _____ UI ID#, if known, or leave blank: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email addresses: _____

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

Ethnicity(optional):
 Alaskan Native/American Indian (you may list Tribal/Nation Affiliation below): African American/Black Hispanic/Latino/a
 Native Hawaiian or other Pacific Islander Asian White, not of Hispanic/Latino/a origin Other(specify): _____

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 the Admission Policy Statement note, 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 Fill this part out if you are attending grad level classes, have another graduate degree or will have taken grad level courses before Fall 2010:

Total grad credits earned by Fall 10: _____ Semester hours Graduate institution _____

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 – Your bachelor's degree is **not** in Social Work
 48 semester hour program* – Your bachelor's degree **is** in Social Work from CSWE accredited school.
 *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 Sioux City part-time 3year cohort is underway and we are not accepting applications for that 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

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

Iowa City Joint Degree* with _____

*Information on Joint Degree, item 1d page 7 MSW Admission Policy Statement

Quad Cities Center 3 Year Part-time only

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 purpos 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 MSW Policy, page 9 for details. To help in planning, please check all that apply:

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 the MSW Policy Statement, Page 5, should be sent to the attention of the Admissions Coordinator at the School of Social Work, The University of Iowa, 308 North Hall, Iowa City, IA 52242. Send printed copy only, emailed copies will not be printed. Along with your statement of purpose you may submit any additional materials which would support your admission to the School (previous work, evidence of achievement, additional references, etc.).

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

10. RESUME: A resume should also be sent to the attention of the Admissions Coordinator at the School of Social Work, The University of Iowa, 308 North Hall, Iowa City, IA 52242. Please refer to the MSW Admissions Policy Statement 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 UI Graduate admissions office. UI students do not need to supply official transcripts to the grad admissions office, they will be provided. Transcript copies from all colleges, including UI, must be submitted to SSW, Grad Admissions does not provide them. Transcript copies sent to SSW need **not** be official.

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 , 319-335-1255, Fax: 319-335-1711.

This section to be completed by the APPLICANT:

Applicant's Name _____ UI ID#, if known, or leave blank: _____

Email addresses _____ phone: _____

Please **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.

Applicant's Signature (REQUIRED): _____ Date: _____

Applicant's Name (PRINT): _____ Applying to Center: Iowa City Des Moines
 Quad Cities

This section to be completed by the REFERENCE WRITER:

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.

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 1st, 2010.

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
or FAX: 319-335-1711**

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

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	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
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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.

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 1st, 2010.

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The University of Iowa School of Social Work
Room 308 North Hall
Iowa City IA 52242
or **FAX:** 319-335-1711

If you have questions about this form, email: 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 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 ! 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, 115 Calvin Hall, Iowa City IA 52242-1396

<i>Date</i>	<i>Contact Person</i>	
_____	_____	Submit online Grad College Application 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. UI students transcripts are provided automatically, however, you still need to send a copy of all to SSW, <i>including</i> a copy of UI transcripts. Transcript copies from all colleges and universities must be submitted directly to SSW, Grad Admissions does not send.
_____	_____	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 deadline: 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 st !
_____	_____	Transcript copies of all colleges attended and report of current registration sent to SSW Transcript copies from all colleges and universities (including UI) must be submitted to SSW, Grad Admissions does not provide them. Transcripts sent to SSW need not be official.
_____	_____	SSW Application Form for Fall 2010, Statement of Purpose, Essays and Resume send to SSW - See instructions beginning page 5 Admissions Policy Statement.
_____	_____	Follow-up with SSW Admissions (susan-dirks@uiowa.edu) 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.