

**THE OHIO STATE UNIVERSITY
COLLEGE OF SOCIAL WORK
INSTRUCTIONS FOR APPLICANTS TO
THE MASTER OF SOCIAL WORK PROGRAM**

PLEASE READ AND CAREFULLY FOLLOW ALL INSTRUCTIONS BELOW.

Application Deadlines:

FEBRUARY 1st is the DEADLINE FOR FILING **ALL** APPLICATION MATERIALS

We encourage all applicants to **file materials as early as possible**. It is your responsibility to see that all materials are completed and submitted before the February 1st deadline. Late applications will be accepted as long as space permits. We WILL NOT review applications until all materials are received in the MSW Office.

How to Apply:

To apply to the Master of Social Work Program you must submit applications to **both** the Graduate Admissions Office and the College of Social Work. The Graduate application can be found at <http://www.gradapply.osu.edu/> and the College of Social Work application can be found at <http://www.csw.osu.edu/degreeprograms/msw/howtoapply/index.cfm>.

Graduate Admissions Procedures	College of Social Work Admission Procedures
Complete the <i>on-line</i> OSU Graduate School Admission Application (you will be required to pay the on-line application fee). This application is available on-line <u>only</u> at http://gradapply.osu.edu (applicants must pay the non-refundable \$40 application fee (or \$50 for international applicants) with a credit card, debit card or electronic check).	Submit the College of Social Work Application for Admission. A copy can be downloaded at: http://www.csw.osu.edu/degreeprograms/msw/howtoapply/index.cfm
Submit one official transcript from <u>every</u> college and university attended (OSU transcripts exempted). Transcripts must be sent to both Graduate Admissions and the College of Social Work.	Submit one official transcript from <u>every</u> college and university attended (OSU transcripts exempted).
Provide official test scores from the Graduate Record Examination (GRE) <i>if your undergraduate grade-point average is below 3.0 on a 4.0 system (or below B or equivalent on a non-traditional system)</i> . GPA is calculated on <u>all</u> undergraduate college level work attempted.	Provide a <u>Personal Statement</u> following the guidelines that appear below. Applicants <i>DO NOT NEED</i> to complete the statement of intent as indicated in the Graduate School Application.
	Submit <u>three letters of recommendation with the completed College of Social Work Applicant Recommendation Form</u> . The letters should be written on recommenders' original letterhead. The College of Social Work form is preferred over the University Graduate School Reference Form, although either will be accepted.

International applicants must submit the results of the TOEFL (Test of English as a Foreign Language).	Attach your curriculum vitae or resume. It should be no longer than two pages and include your all educational, work, and volunteer activities.
<p>Send Graduate Admissions forms by regular postal mail to:</p> <p>- For domestic students Graduate Admissions Office The Ohio State University P.O. Box 182004 Columbus, OH 43218-2004</p> <p>- For international students International Graduate Admissions Office The Ohio State University P.O. Box 182083 Columbus, OH 43218-2083</p>	<p>ASAP APLICANTS ONLY - Attach a copy of your Field Practicum Evaluation.</p> <hr/> <p>Send all College of Social Work materials to:</p> <p>MSW Program Office GA 135 4240 Campus Dr. Lima, OH 45804</p>

The status of your application may be checked during the admission process by visiting <http://appstatus.osu.edu>. Your initial status will become available 1-2 weeks after the receipt of your on-line Graduate Admissions Application.

If you have any questions about the application process, contact Carla Niese, MSW Program Office (LIMA) at niese.1@osu.edu or 419-995-8399 or Sharon Schweitzer, MSW Program Office (COL) at Schweitzer.2@osu.edu or 614-292-2972.

Please note: Application materials are confidential. Only authorized personnel have access to admission files. Materials submitted for admission *will not* be returned to the applicant.

What should I include in my Personal Statement?

Faculty reviewers of your application want to understand why you are interested in graduate social work education and to assess your abilities at written communication. Toward this objective, prepare a detailed statement covering the questions and points below. Add any relevant information you wish, but please do not omit any sections or questions; indicate "not applicable" where appropriate. NOTE: A resume is not acceptable in lieu of the personal statement. There is no set format or length required for writing your personal statement.

1. Describe your understanding of the social work profession. Please describe why you want to be a social worker and share your professional goals (i.e., What you would like to do with your MSW degree?).
2. Describe any experiences you have had as they relate to your future career as a social work professional. Include: a) full or part-time employment, b) BSSW field practicum experience, c) volunteer or extra-curricular activities, or d) other relevant experiences.

What types of references do I need to apply to the program?

You must use professional references (such as professors, work supervisors, etc.) to support your application. We are interested in those who can speak to your academic abilities, potential for success in the MSW program, and your social work interests.

Submitting letters of reference can be a bit confusing. You will receive three Graduate School forms titled "Graduate School Personal Reference Form" *and* three College of Social Work forms titled "Applicant Recommendation" but you only need to submit three letters of recommendation directly to the Social Work Program Office (or the regional campus office if applicable). We prefer that you use the College of Social Work Applicant Recommendation forms since they allow your references to speak to your social work abilities. However, the forms you submit may be a combination of College of Social Work and Graduate School forms. Late references are the cause of much delay in processing so it may be useful to request references from more

than three individuals. Confirm their receipt by checking your status at <http://appstatus.osu.edu> or by contacting the Social Work Program Office.

How do I apply for a College of Social Work Scholarship?

Submit the College of Social Work Scholarship Application with your application to the College of Social Work. The College of Social Work awards several scholarships to its students each year. Scholarships average \$1500 annually and are not renewed from year to year. Applicants must reapply annually. To apply for a Social Work scholarship, view the [list of scholarships](#) available and complete the scholarship [application](#) (https://ckm.osu.edu/sitetool/sites/socialworkpublic/documents/scholarship_application.pdf).

Are there other types of OSU scholarships or fellowships available?

Yes. There are two different fellowships available for graduate education – Enrichment Fellowships and University Fellowships. Students must be enrolled full-time if awarded a fellowship.

To compete for the **Enrichment Fellowship**, individuals must have a cumulative grade-point average of at least a 3.1 out of a possible 4.00 and achieve a 40th percentile average on the GRE general exam's Verbal and Quantitative components and a 3.5 on the Analytical Writing component. (or 40th percentile on GMAT total score). Applicants must also demonstrate significant potential to contribute to the diversity of the Graduate School.

The **University Fellowship** requires at least a 3.6 GPA or First Class rank in a British-based grading system, or overall percentage of at least 88% for other international graded systems. Individuals for the University Fellowship must achieve a 75th percentile average on the GRE general exam's Verbal and Quantitative components and a 4.0 on the Analytical component (or 75th percentile on the GMAT total score).

In order to compete for a fellowship, it is necessary that the application process be completed by January 15 (the deadline is November 28 for *international applicants*). It is best to submit materials well in advance of this date.

THE GRE IS REQUIRED FOR THOSE APPLYING FOR FELLOWSHIPS and should be taken by December 1st to ensure receipt by January 15th.

Do I have to take the GRE to apply to the MSW program?

For most applicants the answer is no, however there are some exceptions. Scores from the GRE must be submitted by applicants who (1) are applying for the Enrichment or University fellowships, (2) hold a degree from a non-accredited institution, or (3) have less than a 3.0 grade-point average on *all previous academic work at the undergraduate level* (based on a 4.0 system). Applicants are required to submit scores on the aptitude portion of the **GENERAL TEST** which includes a verbal, a quantitative and an analytical writing section. Scores on the verbal and quantitative sections must at least be in the 50th percentile. GRE scores which are more than five years old will not be accepted. You can obtain GRE information such as test dates, study materials, etc. by visiting <http://www.gre.org>.

How much does it cost to go to MSW program at Ohio State University?

Adequate preparation for pursuing graduate studies requires careful financial planning. The following information is provided to assist you in this effort. The estimated costs for financing one academic year (nine months) of graduate education is as follows. These estimates are based on the assumption that the student is living off campus and enrolled on a full-time basis. Tuition costs differ on regional or off-campus sites. Adjust estimates where necessary.

	<u>Ohio Resident</u>	<u>Non-Resident</u>	
Tuition and Fees per year	\$12,228	\$28,953	These costs are based on 2011 rates of tuition and estimates of other expenses (insurance not included)
Books and Supplies per year	1,602	1,602	
Living Expenses (9 months)	9,360	9,360	
Miscellaneous/Personal	<u>8,424</u>	<u>8,424</u>	
	\$31,614	\$48,339	

For students who intend to apply for financial aid, the College suggests that you make application for multiple aid programs. Listed below are several of the major programs administered by the College of Social Work or the

University Financial Aid Office. Financial aid is also made available through hundreds of private foundations, business organizations, etc. There are several periodicals available in the University and public libraries which list other resources including the *Annual Register of Grant Support*, *The Grants Register*, and the *Directory of Financial Aid for Women*.

The Ohio State University and College of Social Work Administered Aid Programs:

1. **Enrichment and University Fellowships:** Provides tuition and stipend for first-year graduate work at OSU; these fellowships are *highly competitive and based on prior scholastic achievement*. To be eligible, you **must take the GRE** by December 1st (general test), indicate your desire to be considered on the OSU Graduate School Application, and have all admission materials submitted by January 15 (earlier for international applicants). Fellowships are awarded only to full-time students. For more information on Fellowships, please go to the Graduate School's web site at <http://www.gradsch.osu.edu>.
2. **Traineeships:** Limited - vary from year to year, administered by the College. To be considered, applicants *must file a Free Application for Federal Student Aid (FAFSA) form and a Social Work Scholarship Application*. Selection is based on academic achievement, experience, financial need and career objectives.
3. **Graduate Associateships (GA's):** ***Usually GA positions in the College of Social Work are not available to Master's students***; these positions are filled by our PhD students. Applicants must file a Free Application for Federal Student Aid (FAFSA) and a Social Work Application for a GA position.
4. **Loans:** Various loans available to graduate students include the **Federal Direct Stafford Loan** - must demonstrate financial need through filing of the Free Application for Federal Student Aid. There are both **Federal Direct Subsidized Loans** for need-based (Sub) and non-need based (Unsub). Another is the **Federal Direct Plus Loan** available to graduate and graduate/professional students based on educational costs. OSU also has a **Short-Term University Loan** designed for students who anticipate a temporary cash flow problem or encounter an unexpected financial difficulty related to educational expenses. The limit is a maximum of \$500 per term with repayment due 90 days after receipt. OSU also offers a **Long-Term University Loan** for students whose own resources are not sufficient to finance all of their educational costs. For more detailed information go to <http://sfa.osu.edu/Loans>.
5. **Federal Work-Study:** Campus employment for students who demonstrate financial need. Applicants must file the FAFSA (be sure to contact the OSU Financial Aid Counseling Center for information about additional, specific Work-Study application requirements and deadlines at 614-292-0300).

For further financial aid information, please contact:

Student Services Center
SAS Building
281 W. Lane Ave
Columbus, OH 43210
(614) 292-0300
ssc@osu.edu

OSU School Code for FAFSA : 003090

OTHER IMPORTANT INFORMATION

1. MASTER OF SOCIAL WORK PROGRAM OPTIONS

- A. The ***MSW Program*** is a four semester curriculum which may be taken on a full-time or part-time basis. If full-time, the program is completed in two years. Students in the part-time option may extend course work over a three or four year time span. **Please note: The part-time option IS NOT designed as an evening or week-end program on the Columbus campus.**

To be considered for admission to the MSW Program, applicants must:

- a. Have a baccalaureate degree from an accredited college or university;
 - b. Have a grade-point average of 3.0 or higher (based on a 4.0 system) for all previous undergraduate academic work. Those with an undergraduate GPA of less than 3.0 will be considered on an individual basis and must submit GRE results; and
 - c. Have completed at least 45 quarter credit hours of course work in liberal arts: 1) humanities, 2) social and behavioral sciences, and 3) natural sciences.
- B. The ***Advanced Standing Alternate Plan (ASAP)*** can be completed full time in one calendar year or in two calendar years with a part-time curriculum; both full-time and part-time commence summer quarter. To be eligible for ASAP admission, applicants must:
- a. Meet all the admission requirements of the Regular MSW Program;
 - b. Hold a Bachelor of Social Work from a CSWE accredited program, earned within the last five years;
 - c. Have earned a minimum cumulative grade-point average of 3.0 on all previous undergraduate academic work attempted. **In addition to the 3.0 cumulative GPA, students must have a “B” or better in all required undergraduate social work courses.**
 - d. Demonstrate evidence of social work practice experience. Experience gained in undergraduate field instruction or paid employment should be fully described in the applicant's personal statement; and
 - e. Document performance in your field practicum from your field instructor (this may be in the form of a letter summarizing your performance in field or a copy of your most recent field evaluation). If you have been out of school and working in the field of social work for a year or more, a recommendation from your current work supervisor will also be acceptable.

ASAP applicants must complete all application materials required for admission to the Regular MSW Program and check the appropriate box on the Social Work application (under Admissions Request section) indicating their desire to be considered for the ASAP. Materials must be on file with the Social Work MSW Office by **February 1**. Extensions beyond the deadline will be allowed *if space permits*. You may choose to submit additional materials which you feel will support your application.

- C. ***Dual Degree Options*** are offered with other departments at Ohio State University. Currently dual degrees are offered in 1) Public Policy and Management for an MA in Public Affairs; 2) Public Health; and 3) City and Regional Planning. Typically it takes one additional year to complete the requirements for both degrees. For additional information, contact the MSW Program office (614-292-2972).

2. THE TRANSITION FROM QUARTERS TO SEMESTERS AT OHIO STATE UNIVERSITY

In Summer 2012 Ohio State University will change from a quarter-based system to semesters. The College of Social Work is committed to making the transition as easy as possible for our students. Those who begin the program under quarters will develop a transition Educational Plan with the MSW Advisor (Brenda Davidson) to ensure that you will complete your degree on time. Additional information on the transition to semesters will be available on the College website (www.csw.osu.edu), in the MSW Newsletter, and in printed materials. Please check the college website beginning in September for current information about the transition.

3. **TRANSFER AND GRADUATE NON-DEGREE CREDIT**

All transfer of credit from previous graduate study must be approved by the College of Social Work. It should be noted that both graduate and graduate non-degree course work should be transferred into the College of Social Work during the student's first quarter of enrollment in the Master of Social Work (MSW) Program. No more than ten (10) hours of Ohio State University graduate non-degree course work may be transferred toward meeting the regular MSW degree requirements. No more than 18 quarter hours (12 semester hours) of course work may be transferred from another university to count toward your MSW degree (less if you are Advanced Standing).

4. **INTERNATIONAL APPLICANTS; TEST SCORES AND SPOKEN LANGUAGE POLICY**

Applicants from non-English speaking countries who do not hold a degree from an accredited U.S. college or university must submit recent, official scores of at least 550 on the Paper Based (213 Computer Based and 79 on Internet Based)) Test of English as a Foreign Language (TOEFL), or at least 82 on the Michigan English Language Assessment Battery (MELAB), or 7 on the International English Language Testing System (IELTS) exam. ***The test must have been taken within the last two years.*** Applicants ***will not be reviewed until the test scores are reported***, therefore, schedule this test early! Graduate international students for whom English is not the first language must demonstrate their fluency in spoken English through testing and possible course work before the student will be permitted to enter the field practicum. Those students who know they have a deficiency in spoken English might want to consider coming to the University the summer preceding admission to the program. In addition, a telephone interview may be requested.

Photocopies of TOEFL, IELTS or MELAB scores are not considered to be official and are not acceptable substitutes for official scores. ***Ohio State does not conditionally admit applicants who have not met the requirements for proof of English proficiency.***

5. **TRANSCRIPTS**

One official transcript of all courses attempted at every college and university must be forwarded to **BOTH** the OSU Graduate Admissions Office and to the College of Social Work MSW Program Office (a total of two sets). A transcript from every college/university is required regardless of whether or not the credits were transferred to another college/university. Graduates of OSU need not submit transcripts for course work taken at this University, *but must forward a transcript from every university attended before and since leaving Ohio State*. NOTE: Late transcripts cause delay. Confirm their receipt on-line at <http://appstatus.osu.edu>.

6. **FORMER OSU GRADUATE STUDENTS**

Students who have previously been enrolled in the Graduate School at OSU (*this does not include those that have taken Graduate Non-Degree only*) are not required to file another Graduate School Application. They are only required to submit Social Work application materials, along with a copy of undergraduate transcripts (if undergraduate work was not at OSU).

7. **INTERVIEW**

An interview may be requested by the College of Social Work after the applicant's file is completed. Generally, the College requests an interview when further clarification of application materials is desired.

WHAT YOU NEED TO KNOW AFTER ADMISSION

All admitted applicants are required to submit a non-refundable \$100 tuition deposit in order to hold an admission space. Instructions are included in the letter of acceptance. This fee is waived in special circumstances (i.e. for OSU employees and Fellowship recipients).

All field practicum students are required to purchase professional liability insurance through the College of Social Work. The charge will appear each year on each student's tuition statement prepared by Fees and Deposits. Students will be charged \$39.00 a year. In addition, students pay a field practicum fee of \$50 per semester.

All graduate students enrolled in a practicum, internship or field course work who do not hold a Social Work license are Social Worker Trainees. Students must apply to be a Social Work Trainee (SWT). This trainee license requires the completion of a BCI and FBI background check. Complete information is available on the Field Education link on our web site (<http://csw.osu.edu/fieldeducation/>).

Requests for graduate on-campus housing usually far exceed the available spaces. To insure consideration for housing, applicants are encouraged to request application materials early. For information contact University Residence and Dining Halls at (614) 292-8266 or go to www.housing.osu.edu. For off-campus housing information, visit <http://offcampus.osu.edu/housing.asp>.

Checklist of Required Application Documents

_____ **On-line OSU Graduate School Application (www.gradapply.osu.edu)**

_____ **\$40 application fee (to be paid on-line with OSU Graduate School Application)
(\$50 fee for international applicants)**

_____ **TWO official transcripts from EVERY college/university attended.
*If you attended OSU, you DO NOT need to submit OSU transcripts***

_____ **One to:** OSU College of Social Work
303 Stillman Hall
1947 College Road
Columbus, OH 43210-1162

AND

_____ **One to:** OSU Graduate Admissions:
Graduate Admissions Office
P. O. Box 182004
Columbus, OH 43218-2004

or for International Students:

**International Graduate Admissions Office
P. O. Box 182083
Columbus, OH 43218-2083**

_____ **Official Graduate Record Examination (GRE) scores and/or TOEFL scores if needed**
(send to either Graduate Admissions or International Graduate Admissions address as appropriate;
GRE required of applicants applying for Fellowship or applicants with a cumulative GPA less than 3.0)

College of Social Work Admission Application

OSU College of Social Work
303 Stillman Hall
1947 College Road
Columbus, OH 43210-1162

College of Social Work Personal Statement

Guidelines are on page two of instructions with College Application. This statement can be submitted via hard copy directly to the College of Social Work or can be submitted electronically with the OSU Graduate School Application.

Three (3) letters of recommendation – using the College of Social Work Recommendation Forms

Print forms from College of Social Work website; please do not use the Graduate Admissions Office on-line form

Advanced Standing Applicants ONLY: Field Practicum Evaluation (or in lieu of this, one of your three recommendations can be from your field supervisor or current work supervisor if you have already graduated with BSW and are employed in Social Work profession)

Curriculum Vitae or Resume

College of Social Work Scholarship Application (not required unless you are seeking a College of Social Work scholarship)

**College of Social Work
The Ohio State University
2012-2013 Application for Admission
Master of Social Work Program**

Please carefully read the Instructions for Applicants to the Master of Social Work Program before completing this form. PLEASE PRINT!

PERSONAL DATA

Full Legal Name _____
Last First Middle/Maiden

Permanent Address _____ () _____
Street City State Zip Code Phone Number

Present Address _____ () _____
Street City State Zip Code Phone Number

Final date at present address (Month/Day/Year) _____

E-Mail Address _____

Will you be classified by OSU as an Ohio resident? Yes _____ No _____

Are you a U.S. citizen? Yes _____ No _____. If no, what type of visa do you have? _____

Are you an active member of the U.S. Armed Forces? Yes ___ No ___ Are you a Veteran? Yes ___ No ___

The Council on Social Work Education (CSWE) requires social work programs in institutions accredited by the Council to report student enrollments by sex, age and race. The information requested here will assist in meeting this requirement and will be used for statistical purposes only. *RESPONSE IS OPTIONAL.* Please check where appropriate:

___ African American ___ American Indian ___ White ___ Foreign: From _____
___ Puerto Rican ___ Chicano ___ Asian American ___ Other _____ (Specify)

EMERGENCY CONTACT PERSON

Name _____
Last First Middle/Maiden

Present Address _____ () _____
Street City State Zip Code Phone Number

ADMISSIONS REQUEST

_____ M.S.W. (autumn only)
_____ M.S.W. Advanced Standing Alternate Plan (summer only)

_____ LIMA
_____ Part-Time

A. Do you have graduate credit that you wish to have applied to the MSW? Yes ___ No ___

If yes, indicate below the approximate number of hours and type of credit to be considered for transfer. Attach an additional sheet listing the courses and when the courses were taken.

___ Graduate Non-Degree credit from OSU: ___ hours

(Note: a maximum of 10 hours of Graduate Non-Degree course work may be applied to MSW degree)

___ Graduate credit from another OSU Program: ___ hours

___ Graduate credit from an institution other than OSU: ___ hours

___ Credit for Senior Petition: ___ hours

B. Have you previously applied to the MSW Program at OSU? ___ Yes ___ No
Date _____

C. Average on **all** previous college work (on a 4.0 system) _____ (Approximate this average if not known)

D. Have you taken or do you plan to take the Graduate Record Exam?

___ Yes ___ No If yes, when? _____ (See instructions to determine if you must take the GRE)

GRE Scores: Verbal _____ Quantitative _____ Analytical Writing _____

PRIOR EXPERIENCE

Please submit a resume or vitae that includes the following: Education, Employment Experience and Volunteer Experience (including field practicum experience, if applicable)

Phone number at current employment (_____) _____ Is it permissible to contact you at this number? Yes No

CERTIFICATION

I affirm that the information I have provided on this application form and all other application materials is complete, accurate and true to the best of my knowledge. I agree to submit materials required for this admission application. I agree that as a student, I am subject to The Ohio State University Code of Student Rights and Responsibilities, and I understand that furnishing false information on any part of these admission application materials may result in cancellation of admission or registration or both.

Legal Signature

Date

NON-DISCRIMINATION POLICY

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, gender, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.