

MASTER OF SOCIAL WORK

Program Policies & Application

## Due: February 15

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# Introduction

Indiana State University (ISU) welcomes applicants to the Master of Social Work (MSW) Program. The MSW Program is accredited by the Council on Social Work Education (CSWE) Commission on Accreditation.

The ISU MSW Program focus is on clinical rural social work practice, with a clinical specialization. This includes a focus on behavioral health and health-related social work practice. The ISU MSW Program mission is:

*The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research, community service, and continuing educational opportunities. The focus of the MSW Program is on the promotion of social and economic justice and on the development of competent and skilled clinical social work professionals who are prepared to work with rural populations. (August 2012)*

Please continue reading if the mission and focus of the ISU MSW Program is aligned with your personal and professional goals.

# MSW Admission Policies

## MSW Admission Overview

All applicants who meet MSW admission criteria must complete an application through the ISU College of Graduate and Professional Studies. All MSW admission materials are submitted as part of your College of Graduate and Professional Studies application. The sections to follow include specific directions for this process.

## College of Graduate and Professional Studies Admissions

The ISU College of Graduate and Professional Studies admission process is completed online. There are certain requirements for the admission of transfer students and international students.

You may find all College of Graduate and Professional Studies admission tasks and policies on the [College’s website](https://www.indstate.edu/cgps/graduate).

### College of Graduate and Professional Studies Admission Process

For admission to the College of Graduate and Professional Studies, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.7 in all undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the applicant’s major field of study; or have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures. *GRE scores are not required for the ISU MSW Program.*
4. Satisfy and/or meet any and all additional admission requirements of the MSW Program.
5. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of $45.00 (U.S. citizens and permanent residents) or $65.00 (international students) payable by cash, credit card, money order, or check made payable to Indiana State University.

## MSW Program Policies

1. Applicants who seek admission to the MSW Program must achieve admission through the College of Graduate and Professional Studies.
2. Applicants must submit all MSW Program materials to the College of Graduate and Professional Studies via their online admission link.
3. The MSW Admission Committee will review all applicant documents.
4. The MSW Admission Committee will review all applicant documents. Criteria utilized for selecting applicants will be based on graduate admission criteria, MSW application criteria, as well as individual ratings by the MSW Admission Committee.
5. A committee meeting will be commenced to discuss each applicant’s application and committee members rubric results. Students with the highest ranking will be interviewed.
6. Applicant interviews will occur in the Department of Social Work. Interviews via technology (e.g., Skype/TEAMS) will be offered for applicants who are unable to come to campus.
7. The MSW Admission Committee will participate in the interview.
8. The consensus of the MSW Admission Committee will determine which candidates are selected for admission.
9. The MSW Program Director will make a final decision on candidates for whom a consensus was not reached by the MSW Admission Committee.

In evaluating applicants, the MSW Admission Committee will consider the following:

1. Past academic performance as reflected in a cumulative undergraduate GPA.
2. Critical thinking skills and the ability to communicate effectively in writing as reflected in the required statement of purpose and application questions. All written materials submitted are evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas.
3. A basic understanding of the social work profession as reflected in the required statement of purpose and application questions and as communicated in the personal interview.
4. Emotional maturity, stable mental/emotional processes as evidenced by letters of reference and all communication with faculty and staff of the MSW Program.
5. Graduate course work performance (if any).
6. Successful completion of required course prerequisites.
7. Scores on the MSW Program’s admissions rubric.
8. Length and type of work and volunteer experience as identified in resume.
9. Letters of reference - Students are encouraged to review the reference form and select individuals who will be able to answer a majority of the questions. References from faculty, supervisors in employment or volunteer positions and individuals with professional knowledge of social work or human services are preferred.
10. Evidence of personal values consistent with the professional social work values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence, human rights, and scientific inquiry as determined by the application material and oral and written communication for the applicant.
11. A personal interview.
12. Applicant’s ability to successfully complete the MSW application process.

## MSW Program Admission Criteria

Admission to the Master of Social Work program is a competitive process. Simply meeting the minimum requirements listed above does not guarantee admission. The following criteria are required for MSW admission:

1. A minimum final undergraduate grade point average of 2.7 on a 4.0 scale; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work, as evidenced by official transcripts.
2. Submission of all MSW Program required materials. See MSW Application below for detailed directions for all Program requirements.
3. If English is not your primary spoken language, provide evidence of meeting the College of Graduate and Professional Studies English Proficiency requirement. See International Student section for details.
4. Baccalaureate degree requirements:

a. Evidence of liberal arts course work, demonstrated by the successful completion of a minimum of six courses in social or behavioral sciences.

b. Courses are accepted from the following disciplines: Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice, and Social Work.

c. An applicant may have no more than 3 pre-requisites from Economics or Political Science. Other listed majors may have all six pre-requisites from the discipline.

## MSW Admission Decision

Admission is competitive and the instructional and field practica resources of the Program determine total enrollment.

Applicants will receive one of four admission responses: Accepted, Conditionally Accepted, Provisionally Accepted, or Denied.

### Regular Admission

Regular admission status, upon the recommendation of an academic unit, may be granted to an applicant who meets the minimum admission requirements of the College of Graduate and Professional Studies. *It should be noted that the MSW Program has higher and/or other admission requirements.* These requirements are outlined in the next section and must be submitted with your College of Graduate and Professional Studies application.

### Conditionally Accepted

Conditional admission is intended for those students whose undergraduate record does not reflect their current capacity to do graduate work. An example of a possible request for *Conditional* *Admission* is an applicant who has not successfully completed a required course. The applicant could be admitted under conditional status until the course is completed. All other MSW Program requirements must be completed.

Conditional admission has a maximum time limit of one academic year. Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled in the College of Graduate and Professional Studies. A final admission decision shall be reserved by the MSW Program until an applicant’s performance has been evaluated after one academic year of enrollment.

### Provisionally Accepted

Provisional admission is intended for those students meeting regular or conditional admission requirements who are missing admissions materials other than an application and an official transcript from the institution granting their highest completed degree. Final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received but may not exceed one semester.

### Admission Notification

Admissions decisions will be relayed by the College of Graduate and Professional Studies. The MSW Program Director will also send a notice electronically via the e-mail address provided by applicants. It is imperative applicants provide a current email and inform the MSW Program if there is a change. It is recommended that a non-university email be used because university accounts are typically closed after graduation. A follow up letter will be sent to applicants accepted into the program if there is no response to the e-mail after a two-week period of time.

## Advanced Standing Program Policies

MSW applicants who have a BSW degree from a CSWE-accredited program, those recognized through its International Social Work Degree Recognition and Evaluation Service, or covered under a memorandum of understanding with international social work accreditors will not repeat what they have mastered in their undergraduate program. Students who meet the criteria may apply and be considered for the Advanced Standing Program described below.

If offered advanced standing, the applicant will be given *credit* *by* *credential* for the first 23 hours of the program (foundational courses).

### Advanced Standing Admission Criteria

Students must meet the admission requirements for all applicants in addition to the following requirements:

1. Conferral date of their BSW degree is within the last 5 years

2. A 3.0 overall grade point average on a 4.0 scale for all undergraduate work attempted; or a 3.0 grade point average in the last 60 semester hours taken in the undergraduate program.

3. Satisfactory completion of a 400-hour generalist field placement (minimum) in direct practice with individuals, families, groups, and communities under appropriate social work supervision.

4. Meet the social work foundational level course requirements. Advanced standing applicants will have transcripts and/or program content evaluated by the MSW Admissions Committee to determine if foundation content has been met. The Admissions Committee reviews and evaluates all advanced standing applications. Applicants may be required to present copies of course descriptions, course syllabi, and/or assignments in order to document that appropriate content has been covered in the previous course of study.

5. Applicants must submit their BSW final field evaluation or letter from their BSW field practicum agency supervisor and a letter of reference written by a full time (not adjunct) faculty member from their undergraduate social work program.

### Advanced Standing Admission Process

1. Applicants who seek admission to the MSW Advanced Standing Program must achieve admission through the College of Graduate and Professional Studies at the University level.
2. Applicants must submit all MSW Program materials and the Advanced Standing materials to the College of Graduate and Professional Studies online admission link.
3. The MSW Admission Committee will review and rate each candidate with an admission rubric (see Appendix). Criteria utilized for selecting applicants will be based upon graduate admission criteria, MSW application criteria, MSW Advanced Standing criteria, as well as individual ratings by the MSW Admission Committee.
4. A Committee meeting will be commenced to discuss each application and committee members rubric results.
5. The top ranked candidates will be invited to come in for an interview. If said candidate refuses, the Committee will make an admission decision based upon the application packet.
6. The consensus of the MSW Admission Committee will determine which Advanced Standing candidates are selected for admission.
7. The MSW Program Director will make a final decision for Advanced Standing candidates for whom a consensus is not reach by the MSW Admission Committee.

Note: Advanced Standing candidates may not be selected for the Advanced Standing Program but may be considered and selected for the full-time MSW Program.

## Transfer Students

There are no formal agreements with other institutions regarding transfer of students. ISU has allowed a course equivalency evaluation of previous course work, which may be for a foundation course. A person with graduate credits in a behavioral science field may potentially transfer one three-credit hour course to the MSW program with the following caveats: the MSW program must approve it as an elective and the course must not be more than five years old at the time of MSW graduation. The student must submit a narrative explanation as to how the requested transfer course would be beneficial to someone with a rural clinical MSW degree with a concentration in either mental health and addiction or health. Course work that is part of a conferred graduate or undergraduate degree may not be considered for transfer credit. Students will not be given course credit for advanced standing courses, field courses, or work experience.

According to the College of Graduate and Professional Studies, courses taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

1. Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Programs and Services before being considered for transfer into an ISU degree program.
2. The research requirement must be taken at Indiana State University.
3. Graduate credits appropriate to the MSW degree taken at Indiana State University may be accepted for transfer at the recommendation of the MSW Program curriculum committee.
4. Transfer credit requests on courses that are not part of a completed graduate degree, licensure, or post-bachelor’s certificate program and that were taken outside of the time-to-degree completion guidelines, must be sent to the College of Graduate and Professional Studies. The MSW Program’s curriculum committee is responsible for evaluating the currency of the student’s knowledge from courses presented for transfer.
5. Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for masters, eight years for education specialists, and nine years for doctoral degrees).
6. Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.
7. Only graduate courses in which a student has earned a grade of B (or 3.0 on a 4.0 scale) or better may be considered for transfer.
8. Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the appropriate academic unit.

For specific questions about transfer applications, please email [Julie Campbell-Miller](mailto:Julie.Campbell-Miller@indstate.edu), MSW, LCSW, MSW Program Director.

## International Student Admission

The College of Graduate and Professional Studies website outlines the [application process for international students](https://www.indstate.edu/cgps/graduate/apply/international-degree-seeking-application). It is recommended that all international students review this website in detail.

### Evaluation of Credentials

As part of the application process for international students, all students must complete an application with [Educational Credential Evaluators, Inc. (ECE)](https://www.ece.org/) for an evaluation of your international educational credentials. This application can be submitted at the same time as your Indiana State University application. *The process for evaluating credentials can take several weeks to complete, and we strongly urge you to begin the process as early as possible.*

Please be prepared to submit the following to ECE:

* + - * Documentation of education including official transcripts
* Proof of degree
* Translation of non-English documents
* Payment of $160 for Course-by-Course Evaluation Report for Transfer applicants

Please request an additional copy of your evaluation report to be sent to Indiana State University. When ECE has completed your Course-by-Course Evaluation Report, ECE will fulfill your request and forward one copy of the report to Indiana State University along with your supporting educational documents.

You cannot electronically submit or hand deliver academic records (transcripts) to the Office of Admissions. To be considered official, transcripts must arrive directly from the issuing institution. All international transcripts must be sent to ECE.

### English Proficiency Requirements

Students must meet ISU requirements for English proficiency to be eligible for admission. Students may demonstrate proficiency by meeting one of the following criteria:

* [TOEFL](http://www.ets.org/) with minimum score of 550 (paper examination)
* [TOEFL](http://www.ets.org/) with minimum score of 79-80 (internet-based examination) •[TOEFL](http://www.ets.org/) with a minimum score of 213 (computer based examination) •[IELTS](http://www.ielts.org/) (International English Language Testing System) score of 6.5 •[Interlink Language Center:](http://www2.indstate.edu/interlink/) successful completion of Level 5
* [ELS:](http://www.els.com/) successful completion of Level 112
* [GRE](http://www.ets.org/gre) scores with a minimum score of 149 in verbal
* [Intensive English Program at Indiana University:](http://iep.indiana.edu/) successful completion of Level 6
* MELAB with minimum score of 77
* The Language Company: successful completion of Level 9
* Spring International Language Center: successful completion of Level 6
* Ball State University IEI: successful completion of Level 6
* Completion of a prior degree or the successful completion of 30 or more credit hours of coursework (one academic year) at a regionally accredited institution in the United States or any English-speaking country; or an earned diploma from a high school in the United States

### International Student Application Process

The following steps must be completed for Graduate Admissions:

1. Complete College of Graduate and Professional Studies application online.
2. $65.00 application fee (nonrefundable). Payable by Visa, MasterCard, or check or money order payable to Indiana State University (include SSN or student ID). No cash accepted. An application cannot be evaluated until the fee has been received. ISU students returning within two years from their last enrollment will be exempt from the $65.00 fee.
3. [Official transcripts and credential evaluation](https://www.indstate.edu/apply/official-transcripts). *As mentioned above, the credential evaluation process can take several weeks to complete, and we strongly urge you to begin the process as early as possible.* Your application will not be complete until we have received all of your academic credentials. Submit full and complete official academic records from every secondary and post-secondary institution you have attended. You might be required to submit additional documentation to ensure full evaluation.
4. Official [GRE](http://www.ets.org/gre), [GMAT](http://www.mba.com/us/the-gmat-exam/register?WT.svl=HPRegister), and [PRAXIS](http://www.ets.org/) scores (if required by program) must be sent directly from testing center. *The ISU MSW Program does not require GRE scores.*
5. Official [TOEFL](http://www.ets.org/), [ELS](http://www.els.com/), or [IELTS](http://www.ielts.org/) scores (unless **exempt**) must be sent directly from testing center.
6. Copy of passport. If studying in the United States a copy of your current I-94 card, F-1 or J-1 visa, and I-20 or DS2019 are also required. If currently in the United States but not studying, a copy of the applicable visa must also be submitted. To expedite the receipt of I-20, please read these [instructions](http://www2.indstate.edu/ips/GetI20%20Fast.htm). To expedite the receipt of I-20, please read these [instructions.](http://www2.indstate.edu/ips/GetI20%20Fast.htm)
7. Complete the application-pdf.png [Affidavit of financial support](https://www.indstate.edu/sites/default/files/media/Documents/PDF/graduate-affvt_support.pdf)

## General MSW Program Information

Life Experience or Previous Work Experience

The MSW Program does not grant academic credit for life or work experience in whole or in part toward the social work degree.

Field Practical

Curriculum includes a minimum of 940 practical hours. There are two separate field experiences for each student. The first field experience (SOWK 605) is a one semester, 240-hour experience. The concentration practical (SOWK 610 and SOWK 615) are in a clinical setting and are done in two continuous semesters; 700-hour experience.

### Specialization

While the MSW Program offers a clinical specialization, students are able to obtain further coursework in the mental health, addictions, and health related fields through general elective courses.

### Employment while in the MSW Program

It is difficult to work full-time and attend school full-time. Students should be prepared for a rigorous program of study.

### Financial Aid

Information pertaining to financial aid may be found [here](http://www.indstate.edu/gradexpress/finaid.htm).

### Policy on Nondiscrimination

Based on the tradition of the social work profession, and consistent with Indiana State University’s Equal Opportunity Policy, the MSW Program affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.

### Curriculum Grids and Course Schedules

Grids showing the required courses and schedules are listed in the **MSW APPLICATION FORMS** on the [ISU MSW website](https://www.indstate.edu/health/program/msw).

**For students planning to enroll in the *regular* program**,courses will be offered in a hybrid format with a decreased amount of “on campus” instruction. Please see the MSW Program Director for details.

For advanced standing students, MSW courses are currently aligned in the afternoon and evening hours to allow students adequate time to engage in field hours during daytime hours. Classes are typically conducted in the College of Health and Human Services, face to face, on MW from 3:00 pm – 9:00 pm or TTh 3:00 pm – 9:00 pm. Class locations, dates, and times are subject to change, but are provided as a guide for student planning.

You are now ready to start the MSW application!

# MSW Application Process

## Application Directions

1. Complete the application for the College of Graduate and Professional Studies. See above sections and [College of Graduate and Professional Studies website](https://www.indstate.edu/cgps/graduate) for details.
2. Prior to submitting application, attach all required MSW application materials (see below) to your College of Graduate and Professional Studies application. Directions for each materials section on the application are as follows:
   1. *Recommendations*: Fill in all information for each person who will submit a recommendation on your behalf. Be sure to follow MSW Program Guidelines for selecting your references. Once you have submitted your application and paid the application fee, each of your references will receive a link via email to submit their reference form and letter.
   2. *Letter of Intent*: This is your Statement of Purpose for the MSW Program. NOTE: A Letter of Intent is not required for admission to the MSW Program. However, you may wish to submit a separate cover letter for your College of Graduate and Professional Studies. If you wish to write a cover letter, you would upload it here and upload your Statement of Purpose in the Supplemental Documents section.
   3. *Resume*: This is your professional resume.
   4. *Other Supplemental Documents*: This is where you will upload all other required materials for the MSW Program. See list below.
3. You may save progress and return to your application at any time.
4. Do not submit application until all MSW required materials have been uploaded.
5. Your application will not be submitted until your application fee is paid. You will receive a confirmation email once your fee is paid and application is submitted.

## List of Required MSW Application Materials

The following materials are required for your MSW application. Directions and details of requirements can be found in the section below.

1. **Completion of the College for Graduate and Professional Studies application**. This is completed entirely online.
2. **Official transcripts** from every college attended. All official transcripts should be sent directly from institution.
3. **Baccalaureate degree requirements** in liberal arts coursework, including **six courses in social or behavioral sciences.**
4. **MSW Program Application** (Includes **MSW Program Materials Checklist)**
5. **Statement of Purpose**
6. **Resume**
7. **Three letters of reference.** For advanced standing applicants, additional references related to field placements are required.
8. **Criminal background check can be obtained in the applicant’s state or country.**
9. **Self-disclosure statement**

If English is not your primary language spoken, you must also provide evidence of meeting the College of Graduate and Professional Studies **English Proficiency** requirement. See section on International Student Admissions for more details.

## Directions for Required MSW Application Materials

### Official Transcripts

Official transcripts are required from every college attended. Transcripts should reflect a minimum final undergraduate grade point average of 2.7 on a 4.0 scale; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work. Transcripts are not submitted as Supplemental Materials in the College of Graduate and Professional Studies application; instead, official transcripts should be sent directly from institution. You may request official transcripts directly through the institution where you took courses.

In the MSW Application Form (directions below), you are asked to list specific courses you have completed. If you do not have access to previous syllabi, you may want to request unofficial transcripts from your previous institutions.

Most schools send official transcripts electronically. Please direct all electronic transcripts to the [Admissions Office](mailto:admissions@indstate.edu).

### Baccalaureate Degree Requirements

Baccalaureate degree requirements are as follows:

Evidence of liberal arts course work, demonstrated by the successful completion of a minimum of **six courses in social or behavioral sciences**.

* 1. Courses are accepted from the following disciplines: Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice, and Social Work.
  2. An applicant may have no more than 3 pre-requisites from Economics or Political Science. Other listed majors may have all six pre-requisites from the discipline.

In addition to your official transcripts, you will describe these prerequisite courses on your MSW Application Form.

### MSW Application

See the Forms section for MSW Application Form. Please complete all information.

If you attended multiple schools, your GPA should reflect your average GPA across all institutions.

We suggest you use past syllabi and/or transcripts to complete the list of previous courses completed.

The MSW Program Materials Checklist serves two purposes: To guide your application process from start to finish and to certify that your application materials.

You may find the MSW Program Materials Checklist in the Forms section. Your MSW Program Checklist should be uploaded to your College of Graduate and Professional Studies application under *Supplemental Materials.*

### Statement of Purpose

We invite you to express the details of your interest in and commitment to the social work profession through a written statement of purpose. In your statement of purpose please address the following:

1. Describe a social problem. Assuming you have the power and resources at your disposal, what would you recommend for intervention and/or social change to address this social problem?
2. Describe how your personal and intellectual qualifications, past human service experience, and/or future goals are relevant to assisting the most economically and socially disadvantaged groups in our society. Please provide specific examples.
3. Recount an ethical dilemma you have had in your personal, professional, or volunteer experience. Discuss your decision-making process and the factors that contributed to the ultimate outcome. Please protect confidentiality and do NOT reveal the names of people or organizations.

The format of the statement of purpose should be 4-6 double-spaced Times New Roman 12-point font. Demonstrate professional writing skills and correct APA formatting.

For a guide on APA formatting, use the link below:

<https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html>

The Statement of Purpose should be uploaded to your College of Graduate and Professional Studies application under *Letter of Intent*.

### Resume

Please submit your resume, including any relevant professional or volunteer activities that demonstrate your commitment to social work.

Your resume should be uploaded to your College of Graduate and Professional Studies application under *Resume.*

### Letters of Reference

As part of your MSW Program application, you are required to submit three letters of reference. References by faculty, supervisors in employment or volunteer positions, and individuals with professional knowledge of social work or human services are preferred.

Your references are asked to complete two tasks: write a reference letter and complete the Master of Social Work Reference Form. There are separate forms for Regular and Advanced Standing programs. **You, the applicant, must complete the first page of each form prior to giving it to your reference.**

Please provide your references with the appropriate MSW Reference Form. You will enter your references’ contact information on your College of Graduate and Professional Studies application. Once you submit your application (after all application materials have been added) and pay your application fee, your references will receive an email link to upload their letter and form on your behalf.

If you are applying to the Advanced Standing program, you must also provide your BSW final field evaluation or a letter from your BSW field practicum agency supervisor, AND a letter of reference written by a full time (not adjunct) faculty member from your undergraduate social work program.

The MSW Reference Forms for Regular and Advanced Standing can be found in the Forms section. For Advanced Standing applicants, the BSW final field evaluation should be uploaded to your College of Graduate and Professional Studies application under *Supplemental Materials.*

### Criminal Background Check

All applicants are required to submit a limited criminal history check prior to admission. Individual who have been convicted of sex offenses against children will not be admitted.

It is the policy of the Indiana State University MSW Program that no students or applicants who have been convicted of sex offenses against children shall be eligible for admission or matriculation into the MSW program.

In order to obtain a clinical license to practice social work in Indiana one must:

1. Furnish satisfactory evidence to the [Indiana Professional Licensing Agency Behavioral Health and Human Services Licensing Board](http://www.in.gov/pla/social.htm) that the individual does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently and/or
2. Furnish satisfactory evidence to the Board that the individual has not been the subject of a disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a social worker or clinical social worker without endangering the public.

For **Indiana residents**, please complete an [Indiana Criminal History Form](http://www.in.gov/ai/appfiles/isp-lch/).

You must submit a criminal background check for all states of residence during adulthood. Please find a form similar to the link above for each state of residence. Please reach out to [Dolapo Adeniji](mailto:dolapo.adeniji@indstate.edu), PhD, MSW, MEd., MSW Program Director, if you have issues with this process.

Your background check(s) should be uploaded to your College of Graduate and Professional Studies application under *Supplemental Materials.*

### Self-Disclosure Statement

The primary purpose of the self-disclosure statement is for prospective MSW students to disclose any criminal history. If you answer yes to any of the disclosure questions, you must attach to your application a signed personal statement of explanation giving full details of the event. This statement must include the facts and the disposition of the case. Additionally, it is also appropriate to discuss significant issues disclosed here in your Statement of Purpose.

Acknowledgement of criminal activity (except P. L. 11-1994) is not automatic grounds for denial of application. An additional purpose of this disclosure is to ensure students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to succeed in a rigorous program of study and conform to the standards and expectations of the social work profession.

You may find the Self-Disclosure Statement in the Forms section. Your Self-Disclosure Statement should be uploaded to your College of Graduate and Professional Studies application under *Supplemental Materials.*

## Application Tips

1. Start early! Some parts of the application can take time. We especially recommend you request your official transcripts and letters of recommendation early in your application process.
2. For your letters of recommendation, references are asked to write a letter AND complete a reference form. You also have to complete a section of the reference form. It may be helpful to provide your references with this form ahead of time. Once you submit your application, your references will receive an electronic link to submit their letter and form.
3. Review the letter of recommendation forms prior to selecting your references. Select references who can speak to your skills, experience, persona, and commitment to social work.
4. Advanced Standing students are welcome to submit applications early if program selection is timely.
5. Use your Statement of Purpose to explain any discrepancies or inconsistencies in your application materials. Your story is valuable.

## Application Forms

All application forms required for the MSW application process can be found on the **MSW APPLICATION FORMS** link on the [ISU MSW website.](https://www.indstate.edu/health/program/msw)

* MSW Application (2 pages)
* MSW Reference Form: Regular Program (2 pages)
* MSW Reference Form: Advanced Standing Program (2 pages)
* Self-Disclosure Statement (1 page)

**MSW APPLICATION FORMS** also includes course calendars for full-time and part-time students enrolled in Regular and Advanced Standing Programs.

**MSW** **Application** 

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant legal name (Last, First, Middle) |  | | |
| University ID number or last four (4) digits of your Social Security number | |  | |
| Bachelor’s Degree  (i.e., BS, BA, BSW) \_\_\_\_\_\_\_ | Major: | | GPA: |
| University: | | |
| Emergency Contact Name |  | | |
| Emergency Contact Telephone Number | (Area Code) (Number) | | |
| Program Preference (√ item): | \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time  \_\_\_\_\_ Advanced Standing | | |

Please provide the following information that pertains to academics.

|  |  |  |  |
| --- | --- | --- | --- |
| **Social** **or** **Behavioral** **Science** **Courses** | | | |
| Course Title | Course Number | Grade | Date Completed or Plan for Completion |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| Required: 6 courses.  Accepted courses from the following disciplines:  Anthropology, Criminal Justice, Economics,  Political Science, Psychology, Social Work, Sociology  Exception: No more than 3 courses from Economics or Political Science \* List the courses exactly as they are shown on your transcript(s). | | | |

Official transcripts for all institutions attended (undergraduate and graduate) must be sent directly from the school attended to the Graduate Admissions. E-transcripts should be sent to [admissions@indstate.edu](mailto:admissions@indstate.edu)

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**Checklist**

|  |  |
| --- | --- |
| √ when done | Required Material |
| Required and submitted to the ISU College of Graduate and Professional Studies <https://www.indstate.edu/cgps> | |
|  | 1. Graduate and Professional Application (submitted online)  2. Transcripts sent directly from one’s academic institution to ISU Graduate School 3. Graduate and Professional College Application Fee |
|  |
|  |
|  | MSW Application form |
|  | Résumé |
|  | GPA  Overall \_\_\_\_\_\_\_\_\_\_  Last 60 credit hours \_\_\_\_\_\_\_\_\_\_ |
|  | International Student - Test Scores if English is not the primary language spoken TOFFEL: \_\_\_\_\_\_\_\_\_\_\_ |
|  | Official Transcripts (provide for undergraduate and graduate degrees and coursework) List names of universities attended beginning with most recent:  1. 2. 3. 4. |
|  | Six (6) courses in social and behavioral sciences - Baccalaureate degree requirements |
|  | Statement of Purpose |
|  | Self-Disclosure Statement (and letter, if needed) |
|  | Criminal Background Check |
|  | Letters of recommendation. List names of references:  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Advanced Standing applicants must also provide the following:  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Field Report/Reference]  5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Faculty member letter of reference] |

My signature signifies that a) I have read and understand the commitment to the MSW program; b) all of the information submitted has been completed solely by me; and c) all written documents were created for this application process.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Date

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|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Department** **of** **Social** **Work** **MSW** **Program** Terre Haute, Indiana 47809 Telephone: 812-237-3611 Fax: 812-237-8114 | |
| **Master** **of** **Social** **Work** **Reference** |
| **TO** **BE** **COMPLETED** **BY** **THE** **APPLICANT**  **SEND** **THIS** **FORM** **DIRECTLY** **TO** **THE** **PERSON COMPLETING THE REFERENCE!**  Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent.  **Notice** **of** **Waiver**  I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet it becomes the property of the Indiana State University Department of Social Work. I also understand that if I am admitted to the Master of Social Work Program I will be accorded access to its contents unless I voluntarily waive my right of access.  \_\_\_\_\_ It is my desire that this letter be written in confidence and I waive my right of access to this letter.  \_\_\_\_\_ I wish to retain my right to read this document should I be admitted to the program and enroll.  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter. | | |  |

**Dear** **Referee:**

The applicant listed above has selected you as a reference. Completion of this form and a candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study.

Please complete this form and supporting letter. After completing your letter of reference and the attached form, please upload the documents to the link you will receive from the Office of Graduate Admissions at Indiana State University. Thank you for your assistance.

Page 1 of 2

**SUMMARY** **EVALUATION**:

How long and in what capacities have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the applicant in each category utilizing the table below. We would appreciate your candid evaluation regarding the applicant’s capabilities and limitations as they pertain to graduate level social work education and suitability for the social work profession.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Rating | | | |
| Poor | Fair | Good | Excellent |
| Intellectual ability |  |  |  |  |
| Emotional stability |  |  |  |  |
| Maturity |  |  |  |  |
| Sense of responsibility |  |  |  |  |
| Motivation |  |  |  |  |
| Ability to work with others |  |  |  |  |
| Critical thinking skills |  |  |  |  |
| Verbal communication skills |  |  |  |  |
| Written communication skills |  |  |  |  |
| Willingness to accept direction and/or supervision |  |  |  |  |
| Respect of diverse populations |  |  |  |  |
| Professional integrity |  |  |  |  |

Please attach a letter addressing the following:

• Strengths and weaknesses that would impact the applicant’s progress in the MSW Program.

• The applicant’s personal values and ethics and the congruence with the values and ethics of the social work profession.

• Please expand on any item in the table above that you think the MSW Admission Committee should know when making a decision about possible admission of this applicant.

**Your** **recommendation** **for** **admission**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recommendation for admission → (please √) | I do not recommend | I recommend with reservation | I recommend | I highly recommend |
|  |  |  |  |

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print the following ↓)

Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
|  | **Department** **of** **Social** **Work** **MSW** **Program** 401 N. 4th Street  Terre Haute, Indiana 47809 Telephone: 812-237-3611 Fax: 812-237-8114 |
| **Master** **of** **Social** **Work** **Reference** **Advanced** **Standing**  (Use only if applicable) |

**TO** **BE** **COMPLETED** **BY** **THE** **APPLICANT**

**SEND** **THIS** **FORM** **DIRECTLY** **TO** **THE** **PERSON COMPLETING THE REFERENCE!**

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent.

**Notice** **of** **Waiver**

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet it becomes the property of the Indiana State University Department of Social Work. I also understand that if I am admitted to the Master of Social Work Program I will be accorded access to its contents unless I voluntarily waive my right of access.

\_\_\_\_\_ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

\_\_\_\_\_ I wish to retain my right to read this document should I be admitted to the program and enroll.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

**Dear** **Referee:**

The applicant listed above has selected you as a reference. Completion of this form and a candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study and specifically to the Advanced Standing program.

Please complete this form and supporting letter. After completing your letter of reference and the attached form, please upload the documents to the link you will receive from the Office of Graduate Admissions at Indiana State University. Thank you for your assistance.

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**SUMMARY** **EVALUATION**:

How long and in what capacities have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the applicant in each category utilizing the table below. We would appreciate your candid evaluation regarding the applicant’s capabilities and limitations as they pertain to graduate level social work education and suitability for the social work profession.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Rating | | | |
| Poor | Fair | Good | Excellent |
| Intellectual ability |  |  |  |  |
| Emotional stability |  |  |  |  |
| Maturity |  |  |  |  |
| Sense of responsibility |  |  |  |  |
| Motivation |  |  |  |  |
| Ability to work with others |  |  |  |  |
| Critical thinking ability/skills |  |  |  |  |
| Verbal communication skills |  |  |  |  |
| Written communication skills |  |  |  |  |
| Willingness to accept direction and/or supervision |  |  |  |  |
| Respect of diverse populations |  |  |  |  |
| Professional judgment |  |  |  |  |
| Professional integrity |  |  |  |  |

Please attach a letter addressing the following:

• Strengths and weaknesses that would impact the applicant’s progress in the MSW Advanced Standing Program.

• The applicant’s personal values and ethics and the congruence with the values and ethics of the social work profession.

• Please expand on any item in the table above that you think the MSW Admission Committee should know when making a decision about possible admission of this applicant to the Advanced Standing Program.

**Your** **recommendation** **for** **Advanced** **Standing** **admission**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recommendation for admission → (please √) | I do not recommend | I recommend with reservation | I recommend | I highly recommend |
|  |  |  |  |

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print the following ↓)

Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SELF-DISCLOSURE** **STATEMENT**

Read each statement below and respond to each question by writing your initials in the box (yes/no) that corresponds to your answers.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Statement | Yes | No |
| 1. | Have you ever been convicted of any violation of law, or are there any charges pending against you? (Include all criminal offenses, i.e., felonies and misdemeanors.) |  |  |
| 1a. | For clarification purposed related to question #1, have you been convicted of a sex offense against children?  *(Requirements* *of* *Indiana* *P.L.* *11-1994)* |  |  |
| 2. | Are you, or have you ever been the subject of any disciplinary proceedings while attending any college, university, or other post-high school educational program? |  |  |
| 3. | Are you or have you ever been the subject of any disciplinary proceedings by any professional organization? |  |  |

If you have answered **“Yes”** to any of the above questions, you must attach a personal, signed statement of explanation giving full details of the event. Also, include the facts and the disposition of the case. In addition, it is also appropriate to discuss significant issues disclosed here in your application questions. Acknowledgment of criminal activity, (except P.L. 11-1994), is not automatic grounds for denial of an application. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to succeed in a rigorous program of study and conform to the standards and expectations of the profession.

Final admission to the program is contingent upon the completion of a satisfactory criminal record check (due prior to beginning classes).

I hereby swear or affirm that the statements made by this application are true, complete and correct.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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