

**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:

May 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 May 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. (This includes required GRE scores when needed.)

How to Apply:

To apply to the Master of Social Work Program you must submit applications to **both** the Graduate Admissions Office and to the MSW Office at OSU-Mansfield. College of Social Work materials will be sent by the OSU-M MSW program office to the College of Social Work for admission review. The Graduate application can be found at <http://www.gradapply.osu.edu/> and the College of Social Work application can be found on this web site.

Graduate Admissions Procedures (materials sent to the Graduate School)	College of Social Work Admission Procedures (materials sent to the MSW Program Office at OSU-M)
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 on this website.
Submit one official transcript from <u>every</u> college and university attended (OSU transcripts exempted).	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) if your cumulative undergraduate grade-point average is below 3.0 on a 4.0 system (or below B or equivalent on a non-traditional system). GPA is calculated on <u>ALL</u> undergraduate college level work attempted.	Provide a Personal Statement following the guidelines that appear below. <u>Applicants DO NOT NEED to complete the statement of intent as indicated in the Graduate School Application.</u>
	Submit three letters of recommendation with the completed College of Social Work Applicant Recommendation Form. The letters should be written on recommenders' original letterhead. <u>Applicants DO NOT NEED to complete recommendation forms for the Graduate School.</u>

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 all your 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 final Field Practicum Evaluation.</p> <p>Send all College of Social Work materials to:</p> <p>MSW Program Office Riedl Hall The Ohio State University 1760 University Drive Mansfield, OH 44906</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 Mary Jo Hawk in the MSW Program Office at hawk.27@osu.edu or 419-755-4262.

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/length required for the 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 to the Social Work Program Office. 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.

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) hold a degree from a non-accredited institution, or (2) 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 current quarter rates on OSU-M campus on a part-time basis taking the average of 6 credit hours.

Ohio Resident

Tuition and Fees per year	\$ 6,900	These costs are based on 2011 rates of tuition and estimates of other expenses (insurance not included)
Books and Supplies per year	1,602	

For students who intend to apply for financial aid, the College suggests that you make application for multiple aid programs. Listed below is the major program administered 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*.

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>.

For further financial aid information, please contact:

Office of Student Life
Financial Aid Office
104 Riedl Hall
OSU-Mansfield
1760 University Dr.
Mansfield, OH 44905
For appointments: 419-755-4317

OSU School Code for FAFSA : 003090

OTHER IMPORTANT INFORMATION

1. MASTER OF SOCIAL WORK PROGRAM OPTIONS

- A. The **MSW Program** on the regional campus is a 3-4 yr semester curriculum on a part-time basis. **Note: The regional part-time option is designed as an evening and week-end program. Courses on the Columbus campus may be available at those time, but there is no guarantee.**

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 two calendar years with a part-time curriculum and commence summer semester. 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 program. Materials must be on file with the Social Work MSW Office by **MAY 1st**. 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 main campus. 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 to ensure that you will complete their 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. Please speak with the Social Work Program Manager for more details. 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 (6) hours of Ohio State University graduate non-degree course work may be transferred toward meeting the regular MSW degree requirements. No more than 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 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).

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. In addition, students pay a field practicum fee each semester while in field.

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/>).

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:** **MSW Program Office**
The Ohio State University at Mansfield
Riedl Hall
1760 University Drive
Mansfield, Oh 44906
 - 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 with a cumulative GPA less than 3.0)

The following items are all to be mailed to:

**MSW Program Office
The Ohio State University at Mansfield
Riedl Hall
1760 University Drive
Mansfield, Oh 44906**

_____ **College of Social Work Admission Application**

_____ **College of Social Work Personal Statement**

Guidelines are on page two of instructions .

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

Print forms from this website.

_____ **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**