

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

MANSFIELD CAMPUS PROGRAM BEGINS SUMMER QUARTER OF EACH YEAR WITH ADEQUATE ENROLLMENT.

The application materials are processed by two different offices. **TO AVOID DELAY, READ AND FOLLOW ALL INSTRUCTIONS AS PROVIDED AS PROMPTLY AS POSSIBLE.** It is your responsibility to follow these directions.

To visit or send express (non-postal) mail:

GRADUATE ADMISSIONS OFFICE OFFICE

The Ohio State University
3rd Floor Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210-1270
(614) 292-9444 FAX: (614) 292-3895

To visit and send all mail:

THE COLLEGE OF SOCIAL WORK MSW

The Ohio State University at Mansfield
MSW Office in Ovalwood 249
1760 University Drive
Mansfield, OH 44905
(419) 755-4262 FAX: (419) 755-4367

Send all Admissions Office required documents using **regular postal mail** to the appropriate area:

GRADUATE ADMISSIONS OFFICE OFFICE

The Ohio State University
P. O. Box 182004
Columbus, OH 43218-2004

INTERNATIONAL GRADUATE ADMISSIONS

The Ohio State University
P. O. Box 182083
Columbus, OH 43218-2083

DEADLINE NOTE: The application materials sent to the OSU Admissions Office (i.e. OSU Application, transcripts, etc.) require three to four weeks of processing time before they are forwarded to the Social Work Program Office. Please submit OSU materials early as they must be processed prior to the College materials for admission.

Further, due to yearly application fluctuations, the College filing deadlines are subject to **EARLY CLOSINGS**. Therefore, we encourage all applicants to **file materials as early as possible**. It is the applicant's responsibility to see that all materials are submitted on time and completed! Files **WILL NOT** be reviewed until all materials are received in the MSW Office.

The OSU-Mansfield program accepts the first 35 qualified/approved applicants which then closes further admissions.

APPLICATION MATERIALS:

Applicants must submit the following materials directly to the OSU Graduate Admissions Office:

1. The on-line OSU Graduate School Admission Application (also requires on-line payment of application fee). This application is available on-line **only** at <http://gradapply.osu.edu> (applicants must pay the non-refundable \$40 domestic or \$50 international application fee with a credit card, debit card or electronic check).
2. One official transcript from **every** college and university attended (OSU transcripts exempted).
3. Official test scores from the Graduate Record Examination (GRE) if 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 **all undergraduate** college level work attempted}; and results of the TOEFL (Test of English as a Foreign Language) for international applicants.

Applicants must submit the following materials directly to the College of Social Work MSW Office in Mansfield:

1. The College of Social Work Application for Admission.
2. Personal statement (follow the guidelines contained in these instructions). Applicants do **NOT** need to complete the "Statement of Intent" as indicated in the Graduate School Application in addition to the College of Social Work personal statement.
3. Three letters of recommendation written on recommenders' original letterhead stationery, accompanied by completed Ohio State Reference Form (this can be one of two forms: the University Graduate School Reference Form or the College of Social Work Applicant Recommendation Form, although the College of Social Work form is preferred).
4. One official transcript from **every** college and university attended (OSU transcripts exempted). Yes, we need one also.
5. Mansfield MSW Scholarship Application if you are seeking a College Scholarship (see scholarship application).
6. Field Practicum Evaluation – **FOR ASAP APPLICANTS ONLY**.

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

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

GUIDELINES FOR PERSONAL STATEMENT:

The Graduate Studies Committee wants to understand your interest in graduate social work education and to assess your abilities at written communication. Please prepare a detailed statement covering 1-4 as outlined. Add any relevant information, 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.

1. Describe your understanding of the social work profession. Share your professional goals (i.e. what might you like to do once you have earned your MSW).
2. Describe full or part-time employment, BSSW, field experience, volunteer or extra-curricular activities as they relate to your choice of social work as a profession.
3. Discuss in depth how your own growth and development have contributed to your motivation and potential for social work.
4. Describe areas for potential professional and academic growth.

MASTER OF SOCIAL WORK PROGRAM OPTIONS on the MANSFIELD CAMPUS: Criteria and Application Procedures

1. **The Regular Part Time MSW Program** is a thirteen-quarter curriculum. It is designed for a student to usually take 2 classes each quarter in the evenings with occasional Saturday courses. To be considered for admission, 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 **OR** have a combined score of at least 1000 on the verbal and quantitative areas of the aptitude portion of the Graduate Record Examination 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 (including human biology).
2. **The Advanced Standing Alternate Plan (ASAP)** is to be completed part time over a two year period with usually two classes each quarter in the evenings and possible Saturdays. The ASAP program is open to students pursuing either the Clinical or the Social Administration concentration. To be eligible for ASAP admission consideration, applicants must:
 - a. Meet all the admission requirements of the Part Time 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;
 - d. Demonstrate evidence of direct clinical or administrative practice experience. Such experience gained in undergraduate field instruction or paid employment should be fully described in the applicant's personal statement; and
 - e. Documentation of 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. You may choose to submit additional materials which you feel will support your application.

3. The **Dual Degree Option** grants two degrees, Master of Arts (M.A. earned in Public Policy and Management with classes in Columbus **only**) and Master of Social Work (MSW), upon completion of the two required programs. Candidates for admission to this program must meet the admission requirements of **both** programs. Application to Public Policy and Management can be made during the autumn quarter following enrollment in the MSW Program. Applicants must submit GRE scores to Public Policy and Management, irrespective of cumulative GPA, and present credit for micro-economics. Additional admission information can be obtained from the John Glenn School of Public Affairs, 110 Page Hall, 1810 College Road, Columbus, OH 43210. Telephone: (614) 292-8696.

PROPOSED CONCENTRATION:

Please indicate the practice Concentration in which you have significant interest and anticipate seeking employment following completion of your educational program by checking the appropriate box on the social work application (under Admission Request section).

HUMAN BIOLOGY REQUIREMENT:

The College of Social Work requires that students demonstrate successful completion of human biology course work. This is to insure that social workers have an understanding of the health and medical issues that affect their clients. If you do not have course work with human biology content, **you must complete this requirement BEFORE the beginning of your first quarter of enrollment.** This means that even if you are accepted into the MSW Program, you will not be able to enroll in classes until this requirement is met. In order to fulfill this requirement you must either take a basic course with Human Biology content with any University or you can take a correspondence course developed and offered by Louisiana State University. The correspondence course is titled: *NC81 Basic Human Biology for Social Work*,

designed to use the text: Goodenough, et al., *Human Biology: Personal, Environmental, and Social Concerns*, Saunders College Publishing, 1998. The cost of the textbook is approximately \$50.00 and may need to be ordered through LSU. The course has 11 assignments and 1 three-page paper and 2 exams. It was designed by a person with experience in the social work field. It is offered for non-credit only. The cost is \$183. Contact the MSW Program Office for information and application regarding this correspondence course (614-292-2972).

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). A complete statement of transfer credit policy and procedures is available upon request from the Social Work MSW Program Office (614-292-2972).

REFERENCES:

You will receive three Graduate School forms titled "Graduate School Personal Reference Form" and three College of Social Work forms titled "Applicant Recommendation". **You only need to submit three letters of recommendation directly to the Social Work Program Office on the respective regional campus.** The forms you submit may be a combination of College of Social Work and Graduate School forms; however, **the College of Social Work Applicant Recommendation forms are preferred** as the on-line recommendation forms do not speak to your social work abilities. The three extra reference forms may be retained in the event your reference persons lose them and need to have them replaced. 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. Applicants must use professional references (such as professors, work supervisors, etc.).

GRADUATE RECORD EXAMINATION:

Scores from the GRE must be submitted only by applicants who either (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). The Graduate School only accepts undergraduate course work for this calculation. 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 total at least 1000. 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>.

TRANSCRIPTS:

One official transcript of all courses attempted at **every** college and university must be forwarded to **BOTH** the OSU Graduate Admissions Office in Lincoln Tower and to the College of Social Work MSW Program Office in Mansfield (a total of two sets). 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>.

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).

UPDATING THE SOCIAL WORK APPLICATION:

Any applicant who completes part or all of the application process in any given year, but does not enroll, may request to "update" former application materials. Procedures are available from the Social Work MSW Program Office. Updates beyond one year cannot be honored since records are maintained for only twelve months. Applicants **MUST** reapply each year to OSU Graduate Admissions and submit a new application fee each year.

INTERVIEW:

An interview may be requested by the College of Social Work after the applicant's file is completed for application clarification.

LIABILITY INSURANCE:

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.

TUITION DEPOSIT:

All admitted applicants are required to submit a \$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).

Career Interest by Concentration (Indicate your current interest)

_____ Clinical Practice

_____ Social Administration Practice

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.

1. ___ 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

2. ___ Graduate credit from another OSU Program: _____ hours

3. ___ Graduate credit from an institution other than OSU: _____ hours

4. ___ Credit for Senior Petition: _____ hours

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

**REFERENCE
S**

Name	Organization	Position/Title	Address
1. _____			
2. _____			
3. _____			

**PRIOR
EDUCATION**

Colleges/Universities attended and location	From Mo/Yr	To Mo/Yr	Major	Level GRAD/UG	Degree	Date

Use additional sheets if necessary

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

Have you taken or do you plan to take the Graduate Record Exam? ___ Yes ___ No If yes, when? _____
(Required of students who have less than an accumulative 3.0 undergraduate G.P.A. on a 4.0 system.)

Scores: Verbal _____

Quantitative _____

Analytical Writing _____

PRIOR EXPERIENCE

Please give the following information regarding your social work and related experience: (Please include any field practica)

Describe VOLUNTEER community services you have performed:

Name of Agency or Industry and Address	Position Held	Dates: From/To	Approx. Total Hours
1.			
2.			
3.			

Use additional sheets if necessary

List your EMPLOYMENT, most recent first:

Name of Agency or Industry and Address	Position Held	Full/Part Time	Dates: From/To
1.			
2.			
3.			

Use additional sheets if necessary

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

FINANCIAL PLANS

Applicants seeking financial aid either in the form of student loans or the MSW Mansfield scholarship, need to complete a FAFSA. A new Free Application for Federal Student Aid or a renewal must be filed for each academic year. These may be filed online at <http://www.fafsa.ed.gov>. No filing fee is required. You will need a “school code”. **Ohio State’s school code is 003090.** MSW Mansfield scholarship applications can be completed (available on the Mansfield Social Work web site) and sent in with this application. See financial planning section below for more information.

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.

Financial Planning and Financial Aid for MSW Students

Adequate preparation for pursuing graduate studies requires careful financial planning. The following information is provided to assist you in this effort. For the 2008-2009 academic year, one three-credit hour graduate course costs \$998 (for Ohio residents) on the Mansfield campus. It is normal for fees to have an increase before the beginning of each autumn quarter and for Columbus fees to be slightly higher.

Fee payment deadlines are printed on a student's registration screen which can be accessed by each student. Payments can be made in the form of personal check, money order or cash. For more information on fees and payments, please call the business office at 419-755-4217. Late fee payment charges are quite costly. Students are encouraged to pay fees in a timely manner.

For students who intend to apply for financial aid, the College suggests that you make application for multiple aid programs. 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*.

Aid Programs:

1. **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>.
2. **Federal Work-Study:** Campus employment for students who demonstrate financial need. Applicants must file the FAFSA by March 1st of each year. (Additional information available through the financial aide office at 419-755-4317).
3. **Mansfield Campus MSW scholarship (download application here):** Three quarter, partial tuition scholarship awarded yearly during autumn quarter. Amount is based on Mansfield fee schedule. It is open to Mansfield campus MSW students only, with possible renewal for each program year. Selection is based on academic achievement, experience, financial need and employment objectives. Applicants must file a FAFSA with financial aid. The deadline to apply is August 1st of each year after the first year with the program application.

Applicants can request further financial aid assistance from:

Financial Aid Office
Riedl Hall
1760 University Drive
Mansfield, OH 44906
419-755-4317

OSU School Code for FAFSA : 003090