

University of Houston Graduate College of Social Work APPLICATION INSTRUCTIONS AND CHECKLIST

Thank you for applying to the University of Houston GCSW. Below are instructions for applying to the M.S.W. Program. All forms you'll need for the application are available on our website at www.sw.uh.edu.

Send **all** M.S.W. Program application materials to: UH Graduate College of Social Work
Admissions Office
110HA Social Work Building
Houston, TX 77204-4013

- ONLINE APPLICATION**
Complete a UH Graduate Application on the ApplyTexas website at www.applytexas.org.
- M.S.W. PROGRAM COVER PAGE**
Complete and submit the M.S.W. Program Cover Page. The cover page can be downloaded from the Prospective Students page of our website at www.uh.edu/socialwork.
- APPLICATION FEE**
Submit a non-refundable application fee of \$60.00 payable to UH-GCSW. You can pay the fee either on the ApplyTexas website or send in a check or money order with your M.S.W. Program Cover Page.
- OFFICIAL TRANSCRIPTS**
Submit official transcripts from all of your previous college/university work. Transcripts can either be sent to the GCSW directly from your colleges and universities or submitted with your other application materials in a sealed envelope from the school or university. Unsealed transcripts issued directly to you will not be accepted. Please let us know on your application all legal names that may appear on any of your transcripts.
- THREE PART PERSONAL NARRATIVE STATEMENT**
Complete and submit your three part personal narrative statement; *all sections must be submitted or your application will not be reviewed*. Use proper references as appropriate.

Part I (Autobiographical Essay): What were the significant factors that influenced your choice of social work? What skills and experiences do you have that will contribute to your success as a graduate student and social work professional? How is the GCSW a good place for you to build on those skills? *2 pages, double spaced, 12 point font*

Part II (Essay on Career Goals): Tell us about your career goals as they relate to your definition of social and economic justice. *1 page, double spaced, 12 point font*

Part III (Social Issue Essay): Discuss a social issue that is of concern to you and relevant to social work practice. Share ideas about key factors contributing to the issue as well as possible ways to address the problem. *1 – 2 pages, double spaced, 12 point font*

University of Houston Graduate College of Social Work

APPLICATION INSTRUCTIONS AND CHECKLIST

RESUME

Submit a comprehensive resume which includes but is not limited to the following.
Recommended length for resume is 1 - 2 pages.

- Paid or volunteer experience in social service agencies or other settings (include beginning and ending dates, whether full-time or part-time, number of hours per week)
- Community and/or college activities
- Hobbies and/or leisure activities
- Reading interests (give specific examples)

THREE RECOMMENDATIONS

Submit three recommendations from **professors** or **professionals**. If you graduated from college within the last 5 years, one recommendation from a professor or instructor is required. If you are applying for Advanced Standing, one of your three recommendations must be from your faculty advisor or chairperson of your B.S.W. Program. *For all applicants:* if more than one of the three recommendations is personal, the file will be considered incomplete and will not be reviewed. At least two references should be academic or professional. Recommendation forms are required for the application. They are available on our website, www.sw.uh.edu, under Prospective Students.

OFFICIAL GRE SCORES

Submit official scores from the **GRE** (Graduate Record Exam). Scores should be less than five years old. The University of Houston's institutional code for the GRE is **6870** and the social work code is **5001**. Information about costs and test dates at UH may be obtained from UH Student Service Center (Room 204), (713) 743-5444. The GCSW does not require a minimum score on the GRE.

DEADLINES: Fall: For Advanced Standing and priority consideration, applications must be postmarked by February 1st. All other applications must be received no later than March 31st. Spring: For Advanced Standing only, applications must be postmarked by October 1st.

myUH: After you submit your application on ApplyTexas, you will receive instructions in the mail for logging onto the University's PeopleSoft system at my.uh.edu. There you can check the status of your application and update your contact information. Once your application shows complete, it can take 6 – 8 weeks for a decision letter to be mailed from the college.

INTERNATIONAL APPLICANTS: Additional materials are required for international applicants. Refer to the International Applicant section on our website at www.uh.edu/socialwork.

All records and documents submitted to the GCSW become property of the University and may not be returned. The application fee covers part of the cost of handling the application and is therefore non-refundable. For full M.S.W. Admissions Brochure, see our website at www.uh.edu/socialwork.

UNIVERSITY of HOUSTON | SOCIAL WORK

M.S.W. APPLICATION COVER PAGE

Applicant Information

Name: _____ DOB: _____

Other Name/s Which May Appear On Academic Record: _____

Preferred Phone #: _____ Preferred Email: _____

MSW Program Information (for statistical purposes, not a part of the admissions decision)

1. For what semester are you applying: Fall Spring (Advanced Standing only)
2. For what enrollment model are you applying? *Applicants are strongly encouraged to apply for the status they are able to manage. If students wish to change the status to which they are admitted prior to their initial enrollment, they may have to postpone starting the program for a full year. To find out more about options for the MSW Program, please view the Enrollment Models section of the GCSW website.*

1 ½ Year (Advanced Standing) 2 ½ Year (Advanced Standing)

2 Year 3 Year 3 Year Weekend College

3. If you plan to apply for any of the concurrent degree programs at the GCSW, please check:

MSW/PhD MSW/MBA MSW/MPH MSW/JD

4. Are you applying to transfer from another accredited M.S.W. program? YES NO

5. Are you applying for CWEP (Child Welfare Education Project)? YES NO

6. Do you speak a language other than English? YES NO

If yes, what language/s? _____. Rate your ability to speak and understand that language on a scale of 1 – 5, with 5 being fluent: _____.

7. Please indicate which concentration you plan to pursue:

Clinical Practice MACRO Practice Unsure at this time

8. Are you interested in one of the following specializations within the MSW Program?

Gerontological Social Work Political Social Work Social Work Practice with Latinos

Health Disparities Unsure at this time

For descriptions of concentrations and specializations, see <http://www.uh.edu/socialwork/academics/msw/index.php>.

Signature

All responses included in my application for the GCSW represent my original work.

Signature: _____ Date: _____

UH Graduate College of Social Work
 Attn: Admissions Office
 110HA Social Work Building
 University of Houston
 Houston, Texas 77204-4013

Applicant's Name: _____

Applicant's Email: _____

Applicant's Phone Number: _____

RECOMMENDATION FORM – M.S.W. PROGRAM

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Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by the University of Houston and **will not be available** for your inspection should you be accepted for admission to this program. Please mark the appropriate statement below, indicating your choice of option, and sign your name.

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature (REQUIRED): _____

Date: _____ Name (PRINT) _____

TO THE EVALUATOR: You have been asked to complete an evaluation of the above named individual who is applying for admission to the Graduate College of Social Work in order to obtain the Master of Social Work (M.S.W.) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has been approved for admission. (Note: Applicants not approved for admission have no access to their file.)

To help the GCSW Admissions Committee make an informed decision on the applicant's readiness for professional education in social work, please answer the following questions:

1. HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

2. PLEASE EVALUATE THE APPLICANT IN EACH OF THE FOLLOWING AREAS:

	Poor	Below Average	Average	Above Average	Excellent	Unable to Evaluate
Intellectual Capacity						
Integrity						
Emotional Maturity/Stability						
Creativity						
Oral Communication Skills						
Concern for Social Problems						
Interpersonal Skills						
Sensitivity to and capacity for accepting differences in race, class, culture, lifestyles and ideas						
Ability to accept constructive feedback						
Openness to learning with capacity to change						

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Attn: Admissions Office
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Applicant's Name: _____

Applicant's Email: _____

Applicant's Phone Number: _____

3. IN YOUR OPINION, WHAT ARE THE APPLICANT'S MAJOR STRENGTHS?

4. IN YOUR OPINION, WHAT ARE THE APPLICANT'S WEAKNESSES?

5. ADDITIONAL COMMENTS

PLEASE INDICATE YOUR OVERALL RECOMMENDATION FOR THIS APPLICANT'S ADMISSION BY PLACING AN "X" ALONG THE SCALE BELOW:

Not Recommended	Recommended with Reservations	Recommended	Recommended Highly
-----------------	----------------------------------	-------------	--------------------

We appreciate your promptness and cooperation in completing this evaluation. The applicant's materials will not be reviewed by the Admissions Committee until all recommendations are received. Note: You may attach your business card if you wish.

Signature of Evaluator: _____

Please Print Name: _____ Credentials: _____

Position and Title: _____ Agency: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date: _____

Thank You!

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Signature of Evaluator: _____

Please Print Name: _____ Credentials: _____

Position and Title: _____ Agency: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date: _____

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Signature of Evaluator: _____

Please Print Name: _____ Credentials: _____

Position and Title: _____ Agency: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date: _____

Thank You!

**University of Houston Graduate College of Social Work
SCHOLARSHIP APPLICATION FORM**

Due Nov. 1st for Spring Admission, May 1st for Fall Admission

You may use this scholarship application for most GCSW scholarship programs. Please complete all sections and attach a current resume. *Incomplete applications will not be reviewed.*

Return to: **University of Houston, Graduate College of Social Work, Attention Scholarship Program, 110HA Social Work Building, Houston, TX 77204-4013.**

Please PRINT or TYPE all information

PERSONAL DATA

Last Name: _____ First: _____ MI: _____

Social Security Number: _____ E-mail Address: _____

LOCAL ADDRESS

Street: _____ Apt#: _____ City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

PERMANENT ADDRESS (if different from above)

Street: _____ Apt#: _____ City: _____ State: _____ ZIP: _____

Permanent Phone: _____

Citizenship: (check one) U.S. Citizen U.S. Permanent Resident Other country, Specify _____

Texas Resident: Yes No *(To check your residency status with UH, you can go to my.uh.edu.)*

Student Status: (check one) :

- Incoming M.S.W.
- Incoming Advanced Standing
- Continuing M.S.W.
- Incoming Ph. D.
- Continuing Ph. D.
- Adv Stand
- 2-Year
- 3-Year
- Weekend College

Intended Concentration of Study:

- Clinical Practice
- MACRO Practice

Specialization:

- Gerontological Social Work
- Political Social Work
- Practice with Latinos
- Health Disparities
- N/A

Post Graduate Employment Plan: _____

ACADEMIC HISTORY

Institution	Dates Attended	Major	GPA
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ORGANIZATIONS AND ACTIVITIES

Identify significant school and/or community organizations and activities that you participated in over the past five years. Indicate any offices held.

Year	Organization	Activities/Office Held
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For office use only:
 Amount of award:
 Resident:
 Incoming First Year?
 Scholarship Name:

N
 Y
 N
 Y
 N
 Y

AWARDS AND HONORS

Indicate any awards/honors you have received over the past five years.

Year	Organization	Award or Honor
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FINANCIAL DATA

Complete this section in full. Although not required at this time, you may be asked to supply supporting documentation to verify this information.

Expenses: How much will it cost to attend the GCSW next semester? \$ _____

Sources of Support: Please indicate the amount of funds available to you for the academic year from:

- | | | |
|--|----------|--|
| 1. Personal savings | \$ _____ | If employed, please complete questions 9-12 |
| 2. Family support | \$ _____ | 9. Your employer
_____ |
| 3. Grants/Scholarships | \$ _____ | 10. Position title
_____ |
| 4. Loans | \$ _____ | 11. Hours you work per week
_____ |
| 5. Your individual income last year | \$ _____ | 12. Does your employer provide tuition reimbursement or other support for you to attend school?
_____ Yes ___ No If yes, please explain.
_____ |
| 6. Your total household income last year | \$ _____ | |
| 7. Other income (source) last year | \$ _____ | |
| 8. Number of dependents (not including self) _____ | | |

STATEMENT

Please write/type a brief statement of your financial need. If needed, you may continue on a separate page.

If you are applying for a specific GCSW scholarship or fellowship, please list the name/s here:

CERTIFICATION

I certify that to the best of my knowledge, the information contained in this application is true and correct. Although not required at this time, I may be asked to supply supporting documentation to verify this information later. I agree to release any information in my records at the University of Houston to federal, state, or any private agency necessary for the administration of the scholarship program.

Signature _____

Date _____