



Dear Doctoral Program Applicant:

We are pleased to learn of your interest in the Ph.D. Program in Social Work at the University of Houston, Graduate College of Social Work (GCSW). The program is designed for those who are interested in research and social work education. Below are instructions for applying to the Ph.D. Program:

Social Work Doctoral Program Application. Following this letter is the *Social Work Doctoral Program Application*. You must complete this application and submit the additional materials noted on the application when applying to the program. This application request the submission of a narrative statement, publications and/or research papers, and other materials.

On-Line ApplyTexas Application. Complete the on-line Apply Texas Application for the Ph.D. Program at the following website: www.applytexas.org

Application Fee. The department's non-refundable application fee is \$100.00. You may either pay the fee on-line (by credit card) when completing the ApplyTexas application; **or** when submitting all application materials to the Doctoral Program Admissions Office you may enclose a check or money order in the amount of \$100.00 payable to UH-GCSW with your documents. *Cash is not acceptable.*

International Students. In addition to completing the Social Work Doctoral Program Application and submitting the required Recommendation Forms, ***you must also*** complete the on-line International Graduate Application for the Doctoral Program; Letter of Financial Backing; Degree Clarification Form; the Statement of Understanding; and submit other required information (2 passport size photos; TOEFL scores; GRE scores, etc.) for international admissions. See the following websites for additional information:

- (1) <http://www.uh.edu/admissions/international/how-to-apply/steps-applying.php>
- (2) <http://www.uh.edu/admissions/international/faq>

In addition to the department's \$100.00 non-refundable application fee, *a \$75.00 evaluation fee for all international applications is required.* You may either pay the fees on-line when completing the on-line ApplyTexas application, **or** you may enclosed and submit a check or money order when submitting the application materials to our Program Admissions Office payable in the following manner:

\$100.00 Application Fee →	Payable to UH-GCSW
\$ 75.00 Evaluation Fee →	Payable to UH-International Office of Admissions

Narrative Statement

The *narrative research statement* is considered by the Doctoral Admissions Committee as particularly important in making admission recommendations. It is your opportunity to clearly define and articulate your research interests to the Committee. We would like for you to inform the committee of the *specific* primary research interests you plan to pursue during your doctoral education. This statement should reflect your aptitude to pursue innovative and creative approaches to address contemporary issues within the field of social work and social sciences.

As you develop your research statement, you may wish to discuss your background, skills and experiences that led you to your research interests, as well as how pursuing a doctorate at the University of Houston, Graduate College of Social Work will help you achieve your professional aspirations. It is our priority to match your research interests with the interests of the GCSW faculty so that you can obtain valuable research experience and socialization to the academy or other research settings. Consequently, it is essential that you identify at least two (2) faculty members at our school who can provide you with research and mentorship opportunities. Please be sure that your research interests fit well with what our College and faculty can offer you. You may visit our website for a listing of our current faculty members at <http://www.sw.uh.edu/faculty/faculty.php>. Also include in this narrative your reasons for wanting to enroll in our doctoral program at the point in time and note why you think our doctoral program is the right program for you.

This statement should be double-spaced and approximately 4-6 pages in length. Please include a copy of your vita.

Vita/Resume

Writing Samples

You may submit publications and/or photocopies of your research papers from your master's degree program you attended -- three (3) copies is the maximum. Copies *must not* have grades noted nor margin comments noted; otherwise, they will not be accepted and will be returned to you.*

Doctoral Program Recommendation Forms

Each recommendation form *must be accompanied with a reference letter*. Submit a minimum of three (3) but not more than five (5) letters of recommendation from persons who are familiar with your competencies and your potential for doctoral education. *At least two (2) letters must be from tenure track faculty with a doctorate degree* (i.e., current and/or former graduate level professors).

Official Transcripts. Order two (2) *official* copies of your transcripts *with the seal from all colleges and/or universities you have attended*. Transcripts are to be mail directly to the GCSW Doctoral Program Admissions Office at the address below. Unsealed transcripts issued directly to you or transcript photocopies cannot be accepted.

Exception: If any of your previous academic work was completed at the UH Main Campus, one (1) official transcript is required.

GRE Scores. *Official* scores of your GRE (Graduate Record Exam) must be submitted to the University of Houston-Main Campus by the testing center. Our institutional code for the GRE is 6870 and the Social Work code is 5001. Scores should be less than five (5) years old. Information about costs and test dates at UH may be obtained from UH Student Service Center at (713) 743-5444.

Please mail your completed application, documents, and all correspondence to:

Carolyn Brooks, Academic Advisor, Doctoral Program
University of Houston
Graduate College of Social Work
110HA Social Work Building
Houston, Texas 77204-4013
Phone: (713) 743-8080
Email address: cbrooks@uh.edu

OR

Dr. Maxine W. Epstein, Professor and Doctoral Program Director
University of Houston
Graduate College of Social Work
110HA Social Work Building
Houston, Texas 77204-4013
Email address: mwepstein@uh.edu

When all required materials have been received, including an in-person interview *if needed*, your application will be reviewed by the Doctoral Admissions Committee which makes the final admission decisions.

You will be contacted by mail as to the status of your application.

All applications and accompanying materials must be completed and received *on or before* March 15, 2012. Applications and materials received after this date *will not* be reviewed.

You are encouraged to apply as soon as possible. Thank you for your interest in the Ph.D. Program.

**UNIVERSITY OF HOUSTON
GRADUATE COLLEGE OF SOCIAL WORK (G.C.S.W.)
DOCTORAL PROGRAM APPLICATION**

CLOSING OF APPLICATIONS: MARCH 15, 2012

Please answer all questions fully (print or type). Use separate sheets if more space is needed.

Application for: ___ FALL, 2012 ➔ **Plan to Attend College:** ___ Full-Time; ___ Part-Time
Applying to the: ___ Ph.D. Program ➔ **(Ph.D. Degree only)**
 ___ Dual Program ➔ **(M.S.W./Ph.D. Degree; Must be a Full-Time Student)**

NOTE: *If you are interested in the Dual Track Program (M.S.W./Ph.D.), you must: (1) submit the required non-refundable application fee; and (2) complete the on-line Apply Texas Application to each program separately. Please contact the M.S.W. Program at (713) 743-8082 or (713) 743-8130 for application materials and/or information on the master's program before applying.*

1. Name

Last	First	Middle
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2.
Present Address _____ Phone _____

Business Address _____ Phone _____

Email Address: _____

3. Information for financial assistance is available through the University of Houston Office of Scholarships and Financial Aid (www.uh.edu/sfs).

4. Full-time students may be eligible for a fellowship. Fellowships require 20 hours of work and offer a tuition waiver and stipend. Please indicate your interest.

___ Yes ___ No

5. Professional Social Work Experience (if you need more space, please attach additional page(s) to this form):

Name of Employer	Address	Dates of Employment	Position	Brief Job Description

6. Enclosed with this application is a reference form for you to copy and instructions to give to persons who can supply us with information about your academic, professional, and/or research experiences. You will need a **minimum of three, but no more than five** reference persons. Two (2) of these recommendation letters must be submitted by *at least two (2) faculty members who are tenure track faculty with a doctorate degree* (i.e., current and/or former graduate level professors). It is your responsibility to ensure that the persons you have chosen as references return these forms with an attached letter to us by **March 15, 2012**.

List below the names of the persons you intend to contact for letters of recommendation.

Name	Address	Position

7. Graduate Social Work Education (*if applicable*)

a. Date M.S.W. received: _____

b. Where did you receive your M.S.W. (Specify the name of the College)?

c. Area(s) of Concentration: _____

8. Description of Field Experiences/Internships (i.e., names of agencies, dates of placements, description of responsibilities):

NARRATIVE STATEMENT

9. The *narrative research statement* is considered by the Doctoral Admissions Committee as particularly important in making admission recommendations. It is your opportunity to clearly define and articulate your research interests to the Committee. We would like for you to inform the committee of the *specific* primary research interests you plan to pursue during your doctoral education. This statement should reflect your aptitude to pursue innovative and creative approaches to address contemporary issues within the field of social work and social sciences.

As you develop your research statement, you may wish to discuss your background, skills and experiences that led you to your research interests, as well as how pursuing a doctorate at the University of Houston, Graduate College of Social Work will help you achieve your professional aspirations. It is our priority to match your research interests with the interests of the GCSW faculty so that you can obtain valuable research experience and socialization to the academy or other research settings. Consequently, it is essential that you identify at least two (2) faculty members at our school who can provide you with research and mentorship opportunities. Please be sure that your research interests fit well with what our College and faculty can offer you. You may visit our website for a listing of our current faculty members at <http://www.sw.uh.edu/faculty/faculty.php>. Also include in this narrative your reasons for wanting to enroll in our doctoral program at the point in time and note why you think our doctoral program is the right program for you. This statement should be double-spaced and approximately 4-6 pages in length. *Please include a copy of your vita.*

PUBLICATIONS, PAPERS, OR OTHER MATERIALS

10. Enclose copies of publications, papers, or other materials reflecting academic and research excellence (e.g., typed class papers/research papers *without* grades or noted comments – *they must be clean copies*; otherwise they will be returned. Three (3) copies is the maximum for submission. In cases of multiple authorships, describe your individual contribution. Please identify below the titles of the documents that you are submitting. [If mailed separately, be sure that your name is noted clearly to make certain they are attached to your application package. For security purposes, *do not note your social security number on any of your documents.*]

- 1) _____
- 2) _____
- 3) _____

11. If available, you may submit a photocopy of your Graduate Record Exam (GRE) scores along with your application materials to our office **for the committee review process only**. *An official copy of your GRE scores is required and must be received by U of H prior to course enrollment if accepted to the program.* University of Houston require all graduate students to have an official copy of their scores submitted to University of Houston, Institutional Code 6870, and the Social Work code is 5001. GRE scores should not be more than five (5) years old. Check one of the following:

- _____ I plan to take the GRE for the first time. Exam Date: _____
- _____ I have taken the GRE, but wish to retake it. Exam Date: _____
- _____ *Official copy of GRE scores submitted to UH.*

12. Submit this application, fees, all correspondence, and related materials to:

Dr. Maxine Epstein, Doctoral Program Director
Carolyn Brooks, Ph.D. Admissions Office
University of Houston -- Graduate College of Social Work
110HA Social Work Bldg.
Houston, Texas 77204-4013

I HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature

Date

DEADLINE FOR ALL FALL, 2012 APPLICATIONS
March 15, 2012

CLOSING OF APPLICATIONS: March 15, 2012
Dr. Maxine W. Epstein, Doctoral Program Director
University of Houston
Graduate College of Social Work
110HA Social Work Bldg.
Houston, Texas 77204-4013

Applicant's Name

DOCTORAL PROGRAM RECOMMENDATION FORM

TO THE APPLICANT: This form is to be given to professors or social work professionals who are able to evaluate your qualifications for doctoral study in social work. Please note that two (2) of these recommendation letters must be submitted by current and/or former tenure track graduate level professors with a doctorate degree. For the convenience of the person completing this form, you should provide a stamped envelope addressed to the Graduate College of Social Work (address listed above).

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 the Ph.D. 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): _____

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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 Ph.D. Program. 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. (*Note: Applicants not approved for admission have no access to their file.*)

- 1. To help the Doctoral Admissions Committee make an informed decision about this applicant, please submit a letter addressing his/her potential for success in a research oriented Ph.D. Program in social work along with this form. The Committee would be particularly interested in knowing how long and in what capacity you have known the applicant, as well as your assessment of the applicant's strengths and limitations relative to doctoral study and future professional goals. (Continue on back) →**

U of H GCSW Recommendation Form, Ph.D. Program

2. Please evaluate the applicant in each of the following areas:

	<u>Poor</u>	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>	<u>Excellent</u>	<u>Unable to Evaluate</u>
Intellectual Capacity	_____	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____	_____
Emotional Maturity/Stability	_____	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____	_____
Oral Communication Skills	_____	_____	_____	_____	_____	_____
Written Communication Skills	_____	_____	_____	_____	_____	_____
Concern for Social Problems	_____	_____	_____	_____	_____	_____
Interpersonal Skills	_____	_____	_____	_____	_____	_____
Ability to Work Independently	_____	_____	_____	_____	_____	_____
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	_____	_____	_____	_____	_____	_____

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

Not Recommended	Recommended With Reservations	Recommended	Recommended Highly
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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.

Signature of Evaluator: _____

Please Print Name: _____

Position and Title: _____

Address: _____ Phone: _____

City/State/Zip _____ Date: _____