

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 Ph.D. Program. All forms you'll need for the application are available on our website at www.uh.edu/socialwork.

Send 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.
- APPLICATION FEE** Submit a non-refundable application fee of \$100.00 with your ApplyTexas online application.
- Ph.D. PROGRAM COVER PAGE**
Complete and submit the Ph.D. Program Cover Page. The cover page can be downloaded from the Prospective Students page of our website at www.uh.edu/socialwork.
- 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.
- RESEARCH STATEMENT**
Submit a research statement, a critical component of the admissions application. It is your opportunity to clearly define and articulate your research interests to the Ph.D. Program Admissions Committee. In this statement we would like for you to inform the committee of a specific primary research interest you plan to pursue during your doctoral education. This statement should reflect your aptitude to pursue innovative, creative, and relevant approaches to address contemporary issues within the field of social work.

As you develop your research statement you may discuss your relevant background, skills, and experiences that have informed your research interests. Additionally, the research statement should include a discussion of your professional aspirations and how pursuing a Ph.D. degree at the University of Houston, Graduate College of Social Work, will help you achieve your goals.

It is critical that your research interests fit well with what our college and faculty can offer so that you may obtain valuable research experience and socialization to academia or other research settings. Therefore it is essential that you identify at least two (2) faculty members at GCSW who can provide you with research and mentoring opportunities. You may visit our website for a current listing of our faculty members to assist you in determining their research interest (www.uh.edu/socialwork). Please be

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sure to include these faculty members in your research statement and your rationale for identifying them.

The research statement should be double-spaced and 4-6 pages in length.

VITA/RESUME

WRITING SAMPLES

A writing sample is *required*. It should be double-spaced, and may include one or more of the following, not to exceed 3 samples:

- A publication
- A research paper from the master's program you attended
- A research proposal or evaluation from the workplace (must be authored or co-authored by you)
- If you do not have any of the above, write a literature review or a research proposal not to exceed 25 pages

RECOMMENDATION LETTERS AND FORMS

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. **It is recommended that two (2) of the letters be from doctoral-degreed tenure track faculty** (i.e., current and/or former graduate level professors from your master's program). Each recommendation form *must be accompanied with a reference letter*.

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.

DEADLINES: All materials must be received no later than January 15th. Please use this checklist to ensure that your application is *complete*. ***Incomplete applications will not be reviewed by the Ph.D. Admissions Committee.*** You will be contacted by mail as to the status of your application. You are encouraged to begin the application process early.

myUH: After you submit your application on ApplyTexas, you will receive instructions in the mail for logging onto the University's system at my.uh.edu. There you can check the status of your application and update your contact information as needed. Application decisions will be communicated by mail.

International Applicants: Additional materials are required for international applicants. Please refer to the University of Houston's [information for International Applicants](#).

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.

UNIVERSITY of HOUSTON | SOCIAL WORK

PH.D. PROGRAM APPLICATION COVER PAGE

Applicant Information

Name: _____ DOB: _____

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

Preferred Phone #: _____ Preferred Email: _____

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

1. For what year are you applying: Fall _____
2. For what enrollment status are you applying? Full-time Part-time
3. *Are you planning to apply to the dual MSW/PhD Program?
(Dual students must be full-time)

 Yes No
4. Full-time students *may* be eligible for a fellowship. Fellowships require 20 hours of work on campus and may offer a tuition waiver and stipend. Please indicate your interest.

 Yes, I am interested No, I am not

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

*If you are interested in the Dual Degree Program (M.S.W./Ph.D.), you must submit the required non-refundable application fee and complete the on-line Apply Texas Application to each program separately. New non-MSW degree students accepted to the Ph.D Program may be required to take MSW prerequisites. Please contact the M.S.W. Program at (713) 743-8130 for application materials and/or information on the master's program **before** applying.

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 – PH.D. PROGRAM

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): _____

=====

TO THE PERSON PROVIDING THE RECOMMENDATION LETTER: You have been asked to provide a recommendation letter of reference for the above named applicant to the Graduate College of Social Work, Ph.D. Program. To help the **Ph.D.** Admissions Committee make an informed decision about this applicant, please answer the question below and address in your letter the applicant's ability for success in a research oriented Ph.D. Program in social work. Your comments will be confidential if the applicant has waived rights of review.

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

Signature of Evaluator:

Position and Title:

Address: Phone:

City/State/Zip: Date:

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

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