

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

**TO AVOID DELAY, READ AND FOLLOW ALL INSTRUCTIONS AS PROVIDED.** It is your responsibility to follow these directions.

The application materials are processed by two different offices. It is the applicant's responsibility to fully complete all required materials and return them to the correct office as promptly as possible.

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

***GRADUATE ADMISSIONS 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 OFFICE***

The Ohio State University  
303 Stillman Hall  
1947 College Road  
Columbus, OH 43210-1162  
(614) 292-2972                      FAX (614) 292-6940

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

***GRADUATE ADMISSIONS OFFICE***

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

***INTERNATIONAL GRADUATE ADMISSIONS OFFICE***

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

***APRIL 1*** is the ***DEADLINE FOR FILING ALL ADMISSION MATERIALS TO THE FOLLOWING OPTIONS:*** Full-Time MSW, Part-Time MSW, and Dual Degree.

***MARCH 1*** is the ***DEADLINE FOR FILING ALL ADMISSION MATERIALS TO:*** The Advanced Standing Alternate Plan.

***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 enough to allow sufficient time to meet the College of Social Work filing deadlines.

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.***

***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:***

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. A curriculum vitae or resume no longer than two pages (required of all applicants who wish to be considered for a Graduate School Fellowship).

6. College of Social Work Application for Financial Aid if you are seeking a College Scholarship (see scholarship application).
7. 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 as fully as possible your interest 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 as outlined. 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.

1. Describe your understanding of the social work profession. Share your professional goals (i.e. what might you like to do with 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: Criteria and Application Procedures**

The College of Social Work, Columbus campus, offers the following program options:

1. ***The Regular MSW Program*** is a six-quarter curriculum which may be taken on a full-time or part-time basis. If full-time, the program is completed in two years. Students in the part-time option may extend course work over a three or four year time span. ***The part-time option IS NOT designed as an evening or week-end program on the Columbus campus!!*** 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 (GRE); 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)*** can be completed full time in one calendar year with a four quarter curriculum or in two calendar years with a part-time, eight quarter curriculum, both of which commence summer quarter. The ASAP 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 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*;
  - 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. Materials must be on file with the Social Work MSW Office by *March 1*. Extensions beyond the deadline will be allowed *if space permits*. You may choose to submit additional materials which you feel will support your application.

3. The ***Part-Time MSW Program at Wright State University*** allows students to earn the MSW degree from Ohio State while attending classes primarily in the Dayton area. This is a four-year part-time program in which students take two classes per academic quarter. All of the first two years, and much of the subsequent years, will be taught in the Dayton area, with classes offered two evenings per week. Faculty from both Ohio State and Wright State will teach in the program. Students that qualify for and wish to be considered for the part-time ASAP option at Wright State should contact the MSW Program Office (614-292-2972) for details, as course work and length of program is different. You will be applying for the **"Columbus"** campus on the OSU Graduate Admissions Application.

4. The Dual Degree Option grants two degrees, Master of Arts (M.A. earned in Public Policy and Management) 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. Prospective applicants must submit GRE scores to Public Policy and Management, irrespective of cumulative grade-point average, 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 course with Human Biology content 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. This is not a regular college credit course, and it is offered for non-credit only. The cost of the correspondence course 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". This might seem confusing as 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). 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>.

### **ENRICHMENT/UNIVERSITY FELLOWSHIP APPLICANTS**

Applicants should be aware that there are two different fellowships available for graduate education. Students must be enrolled full-time if awarded a fellowship. To compete for the Enrichment Fellowship, individuals must have a cumulative grade-point average of at least a 3.1 out of a possible 4.00 and achieve a 40<sup>th</sup> percentile average on the GRE general exam's Verbal and Quantitative components and a 3.5 on the Analytical Writing component. (or 40<sup>th</sup> percentile on GMAT total score). Applicants must also demonstrate significant potential to contribute to the diversity of the Graduate School. The University Fellowship requires at least a 3.6 GPA or First Class rank in a British-based grading system, or overall percentage of at least 88% for other international graded systems. Individuals for the University Fellowship must achieve a 75<sup>th</sup> percentile average on the GRE general exam's Verbal and Quantitative components and a 4.0 on the Analytical component (or 75<sup>th</sup> percentile on the GMAT total score). In order to participate in the review, it is necessary that the application process be completed by January 15 (deadline is November 28, for *international applicants*). It is best to submit materials well in advance of this date. Applicants should also submit a resume' to highlight volunteer/work experiences, association memberships, extra curricular activities, etc. **THE GRE IS REQUIRED FOR THOSE APPLYING FOR FELLOWSHIP.**

## **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.*

## **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 (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 for updating materials 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. Generally, the College requests an interview when further clarification of application materials is desired.

## **HOUSING**

Requests for graduate on-campus housing usually far exceed the available spaces. To insure consideration for housing, applicants are encouraged to request application materials early. There are two options for Graduate/Professional campus housing. For information on living in Jones Tower, contact Housing Services at (614) 292-8622. For information on living in Neil Avenue, contact the hall director at (614) 292-6637. To seek further housing information, please go to [www.osu.edu](http://www.osu.edu). You can also find off-campus housing information on this web site.

## **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 \_\_\_\_\_

**REFERENCES**

\_\_\_\_\_ 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 a 3.0 g.p.a. on a 4.0 system and Fellowship applicants)**

Scores: Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Analytical Writing \_\_\_\_\_

**PRIOR EXPERIENCE**

Please give the following information regarding your *social work and related experience*: name of agency; length of experience (total hours). (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.

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Legal Signature

-----  
Date

## **FINANCIAL PLANS**

Applicants seeking financial aid from the College of Social Work must submit the College Scholarship Application. Please see our “General Information About Sources of Support” for financial planning alternatives for MSW students.

## **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. The estimated costs for financing one academic year (nine months) of graduate education is as follows. These estimates are based on the assumption that the student is single, living off campus, sharing a two-bedroom apartment and enrolled on a full-time basis. Tuition costs differ on regional or off-campus sites. Adjust estimates where necessary.

	<u>Ohio Resident</u>	<u>Non-Resident</u>	
Tuition and Fees (3 quarters)	\$10,899	\$25,761	These costs are based on 2008 rates of tuition and estimates of other expenses (insurance not included)
Books and Supplies (3 qtrs)	1,000	1,000	
Living Expenses (9 months)	<u>8,000</u>	<u>8,000</u>	
	\$19,899	\$34,761	

For students who intend to apply for financial aid, the College suggests that you make application for multiple aid programs. Listed below are several of the major programs administered by the College of Social Work or 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*.

### The Ohio State University and College of Social Work Administered Aid Programs:

1. **Enrichment and University Fellowships:** Provides tuition and stipend for first-year graduate work at OSU; *highly competitive, based on prior scholastic achievement.* To be eligible, you **must take the GRE** (general test), as well as indicate your desire to be considered on the OSU Graduate School Application and have all admission materials submitted by January 15 (earlier for international applicants). Fellowships are awarded to students enrolled full-time only. For more information on Fellowships, please go to the Graduate School's web site at <http://www.gradsch.osu.edu>.
2. **Traineeships:** Limited - vary from year to year, administered by the College. To be considered, applicants *must file a Free Application for Federal Student Aid form and a Social Work Scholarship Application.* Selection is based on academic achievement, experience, financial need and career objectives.
3. **Graduate Associateships (GA's):** *Usually GA positions in the College of Social Work are not available to Master's students;* these positions are filled by our PhD students. Applicants must file a Free Application for Federal Student Aid and a Social Work Application for a GA position.
4. **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>.
5. **Federal Work-Study:** Campus employment for students who demonstrate financial need. Applicants must file the FAFSA (be sure to contact the OSU Financial Aid Counseling Center for information about additional, specific Work-Study application requirements and deadlines at 614-292-0300).

Applicants can request further financial aid information from:

University Financial Aid Office  
Lincoln Tower  
1800 Cannon Drive  
Columbus, OH 43210  
(614) 292-0300

OSU School Code for FAFSA : 003090