Albany State University
Albany, Georgia 31705

MASTER OF SOCIAL WORK PROGRAM
Application for Admission

Mail this application and **all** supporting documentation to:

Office of Graduate Admissions
Reese Building
504 College Drive
Albany, GA 31705

PLEASE NOTE: A completed admissions file consists of the following documents:

*Checklist for forms sent to the **MSW Program**:*

- ☐ Completed "MSW Application for Admission"
- ☐ Three [3] letters of reference
- ☐ Personal Narrative Statement
- ☐ Resume
- ☐ Miller Analogies Test Scores or Graduate Records Exam Scores
- ☐ Official sealed transcript(s) from all colleges and universities attended

Please check enrollment status applied for: ☐ **Full time Status** ☐ **Part time status**

Date: _____

Name: _____
Last First MI

List any other name(s) appearing on transcripts or other admissions materials if different from above: _____

Current Mailing Address:

_____
Street City State Zip

Daytime Phone: ( ) _____ Home Phone: ( ) _____

Cell Phone: ( ) _____ Email: _____

Person to be notified in case of emergency:

Name: _____ Relationship: _____

_____
Street City State Zip

This section is optional and is not used in any way in the admissions decision. The information is requested only for the purposes of ensuring compliance with all Civil Rights laws and the mission of the MSW program.

Gender:
- ☐ Female
- ☐ Male

Citizenship:
- ☐ U.S.
- ☐ Other

Race:
- ☐ African American
- ☐ Asian American
- ☐ Mexican American
- ☐ Latino American
- ☐ Native American
- ☐ Puerto Rican
- ☐ Other _____
- ☐ White/Caucasian

Date of Birth:
_____
Month Day Year

Applicant's Name: _____

Prerequisite Course Verification Form

The social work program requires candidates to have completed a baccalaureate degree from an accredited institution of higher education. Candidates must have a foundation in the liberal arts. Courses must have been taken in the areas noted below with a grade of "C" or better.

Course titles and content differ from university to university. Identify your transcript the courses you believe meet each of our prerequisite content areas. If it is not apparent how your courses are equivalent, you must prove equivalency by submitting a syllabus or a letter from the instructor outlining what was taught in the course. If you have not yet met a content area, please explain how, where and when you plan to do so.

Proof of completion of all prerequisites must be completed before the start of the MSW program.

Humanities

Students with a strong liberal arts foundation in humanities recognize the importance of seeing people as capable and creative. Students with a foundation in the humanities are able to express their thoughts and feelings, think and act critically, and appreciate diverse beliefs and spiritual traditions. Students must enter the MSW program with at least two courses in such disciplines as Philosophy, Religious Studies, Music, Fine Arts, Literature, Dance, Dramatic Arts or Communication. The ability to speak and write another language, particularly Spanish, is highly valued but not required for admissions.

Course Number	Course Title	Institution	Grade

☐ I have NOT met this requirement and plan to take the following course(s) at the following institution:

_____

Course **Institution** **Date**

Social Sciences

From the social studies, Students develop an awareness of the personal and political connection that illuminates the complex intersections of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation, all of which is essential in our evolving cultural and political world. At least two courses in disciplines such as Sociology, Psychology, History, Anthropology, Ethnic Studies, Women's Studies, African American Studies, Political Science, Geography, Sociology and Psychology are required.

Course Number	Course Title	Institution	Grade

☐ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

_____

Course **Institution** **Date**

Natural Sciences

Preparation in the natural sciences provide Students with a knowledge of the interrelationships between human activity and its impact on the physical world. Students are expected to enter with at least one course in a discipline such as Geology, Environmental Studies, Chemistry, Biology, Biology, Microbiology, Anatomy, Physiology, Physics, Astronomy, Earth Sciences, Oceanography, Forestry, or Wildlife.

Course Number	Course Title	Institution	Grade

☐ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

_____

Course **Institution** **Date**

SUMMARY OF WORK EXPERIENCE

DIRECTIONS: List *any* paid or volunteer experience you have had, using the format below. Please attach additional pages, as needed. List in reverse chronological order (most recent work experience first).

Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	

OTHER RELEVANT EXPERIENCE

Licensures and Certificates

State	Licensure or Certificate	Expiration Date

Honors, awards, special achievements, etc. (for academic, work or volunteer work)

Date	Title

Languages spoken and written and level of fluency

Language	Level of Fluency

International experiences (length of time, work/volunteer experiences)

Date	Location	Activities

Applicant's Name: _____

LETTERS OF REFERENCE

DIRECTIONS: Three letters of reference are required. Copy the ***Guidelines for the Reference Letter*** for each person writing a letter of reference. Reference letters are to be returned to *you* in a sealed envelop with the reference person's signature across the back of the envelope and included with your completed application package.

At least one professional reference must be submitted from a person who has supervised you in a human service position or who is acquainted with your work in a paid, volunteer or field-related position.

Academic references should be obtained from your Undergraduate Advisor or professors, with **at least one** from your major professor. For Applicants who have been out of college for five years or more and have no significant contact with people in the former academic setting, please submit references from persons you have known and have worked with in a professional capacity.

Applicant's Name: _____

Guidelines for the Reference Letter
[Attach This Signed Form to the Letter of Reference]

To the Applicant:
This form should be given to an individual who is able to comment on your qualifications for graduate study. Three letters of reference are required. Please copy this form as needed.

Reference letters should be returned to <u>you</u> in a sealed envelope with the reference person's signature across the seal of the envelope.

IMPORTANT: Please be sure to include **three** [3] letters of reference with your completed MSW Application package and mail it to Albany State University, Master of Social Work Program Admissions Committee.

To the Reference:
The above-named person has applied for admission to the MSW Program at Albany State University and has named you as a reference. We are interested in obtaining information that will help us arrive at an admission decision on this applicant. Since applications cannot be reviewed without the letters of reference, ***a reply within two weeks of receipt of this letter*** will ensure prompt consideration of the applicant's credentials. Applications are due initially by May 1st and the admissions process will close on July 31st .

INSTRUCTIONS: Return your letter TO THE APPLICANT in a sealed and signed envelope with the Applicant's name written on the front. The reference will be included in the completed application package submitted by the Applicant.

The graduate-level social worker will face many professional demands. The MSW student must be able to fulfill all academic requirements of graduate school and possess the personal qualifications essential for ethical, competent social work practice. These qualifications include: (1.) the capacity for empathy, (2.) intellectual curiosity, (3.) the ability to communicate well both verbally and in writing, (4.) the ability to conceptualize and think critically, and (5.) a commitment to social and economic justice for all people, particularly populations at risk. Personal qualifications include responsibility, adaptability, self-awareness, enthusiasm, initiative, an ability to collaborate with a multidisciplinary team, willingness to take appropriate risks, emotional maturity, sound judgment, creativity, and integrity. Please choose the areas you believe you are most qualified to address based on your relationship with the Applicant. Please provide *specific examples* of the Applicant's experiences and their relationship to the profession of social work. Include both the strengths and challenges that you perceive in the Applicant.

In compliance with the "Family Educational Rights and Privacy Act of 1974," Applicants to the MSW program have access to their application file, including all reference material, unless the Applicant waives that right.

☐ **I <u>waive</u> my right to access and review this letter of reference**
☐ **I <u>do not waive</u> my right to access and review this letter of reference.**

_____ _____
Applicant's Signature **Date**

Applicant's Name: _____

Guidelines for Personal Narrative Statement

Your personal narrative statement is meant to help the MSW Admission Committee better understand the reasons for your application to our program and your readiness and capacity for graduate education in social work. Your statement will also help us to ascertain your writing ability and critical thinking skills.

Please address the following points in a well-developed essay. Answer the questions below in a coherent, well-conceptualized essay rather than short answers to individual items. *Please limit your personal narrative statement to no more than five [5] double-spaced pages.*

- Tell us how you arrived at the decision to pursue a career in social work at this time. How do you envision using this degree?

- Our MSW program concentrates on social work practice with vulnerable children, adults and families over the lifespan. Tell us why this emphasis is meaningful to you.

- Describe your experience in interacting with people whose lives, worldviews, beliefs and/or values are different from your own (e.g., age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation etc.).

- Discuss how you have engaged in activities that further social and economic justice for disenfranchised or oppressed populations, particularly poor or minority children, families or vulnerable populations.

- Identify a personal challenge or adversity that you experienced, how you dealt with the situation, and what you learned from the experience.

- Share your strengths and areas for continued growth in relation to professional development and how our MSW program might contribute to that growth.

APPLICANT SIGNATURE PAGE

IMPORTANT: Please read and sign the following section. *This application is incomplete unless signed by the Applicant.*

I certify that the information given in this application is complete and accurate. I understand that to make false or fraudulent statements within this application may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Georgia Board of Regents, the rules and regulations of Albany State University, the policies and procedures of the MSW Program, and the NASW Code of Ethics. Should any of the information I have given change prior to my entry into the University, I will immediately notify the Admission Committee of the Master of Social Work Program.

_____

Applicant's Signature Date

It is the policy of the Master of Social Work Program to be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations relating to race, gender, religion, physical and mental abilities, age, sexual orientation, and ethnic or national origin. Furthermore, the Master of Social Work Program fully embraces standards set forth by the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE).