



# Getting Ready to Apply: Admissions Basics

**Reimagine** possible

September 11, 2020

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# Admissions Planning

# Admissions Dates & Deadlines

- The **MSW Advanced Standing Program** is summer-start only and has one admissions cycle annually
- The **MSW Regular Program** is fall-start only and has one admissions cycle annually
- Applicants should plan on applying the fall and winter before the semester they wish to start

# Admissions Dates & Deadlines

- The 2021 MSW Admissions Cycle opened on **September 8, 2020**
- **Final Application Deadline:** Thursday, January 14, 2021 at 11:59 PM (Mountain Time)
- Application Processing takes 10-12 weeks after the deadline
- Applicants are notified of decisions via email

# Priority Admission

- **Priority Consideration Deadline:** Thursday, October 29, 2020 at 11:59 PM (Mountain Time)
- Applications will be reviewed during the fall and winter by the MSW Admissions Committee
- Those ranked in the top of the applicant pool will be granted early admission

# Admissions Eligibility

## Regular Program

- Have a cumulative undergraduate GPA of 3.0 or higher\*
- Completion of a bachelor's degree from a regionally accredited college or university prior to the start of the fall 2020 term
- Undergraduate course prerequisite completion (prior to the start of MSW Program courses)
- Submission of all required application materials

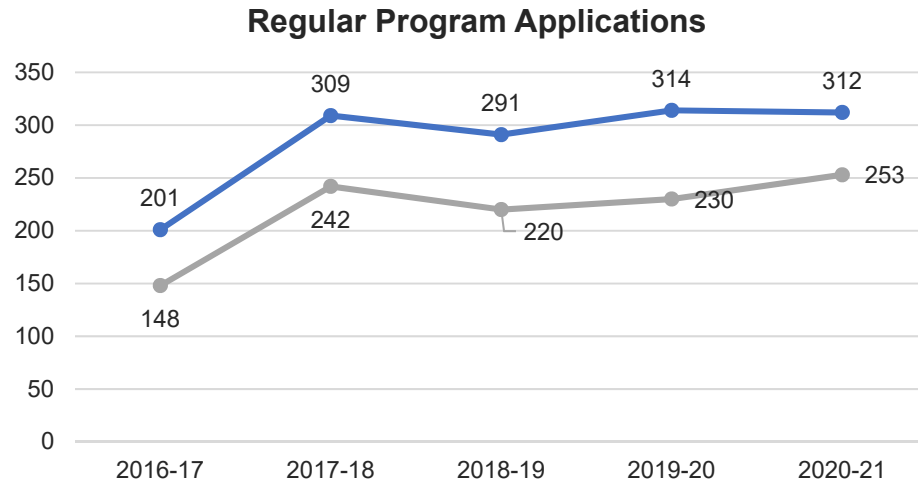
## Advanced Standing Program

- Hold a degree completed within 6 years from the intended MSW Program start semester that is:
  - From a baccalaureate social work program accredited by CSWE  
Recognized through CSWE's International Social Work Degree Recognition & Evaluation Service
  - From a program that is covered under a memorandum of understanding with international social work accreditors
- Have a cumulative undergraduate GPA of 3.0 or higher\*
- Submission of all required application materials

# Acceptance Information

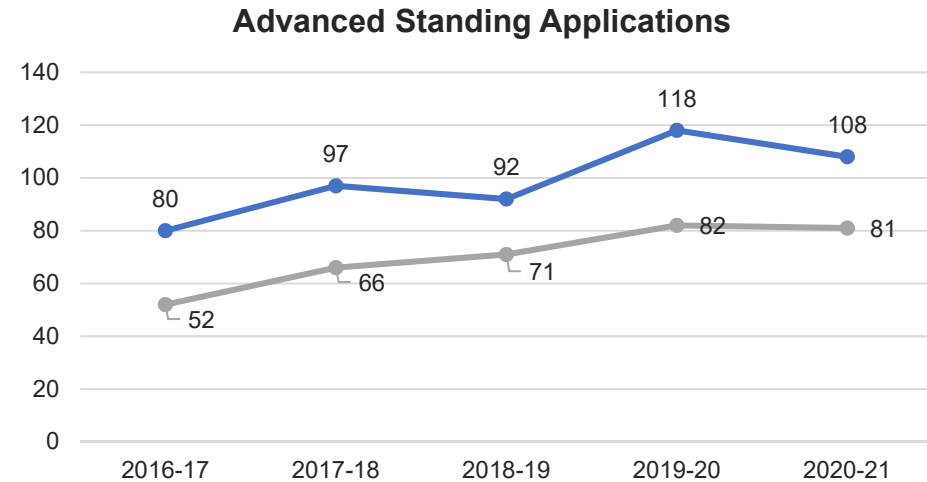
## Regular Program

Over the past five application cycles, the MSW Regular Program has an **average acceptance rate of 77%**



## Advanced Standing Program

Over the past five application cycles, the MSW Advanced Standing Program has an **average acceptance rate of 71%**

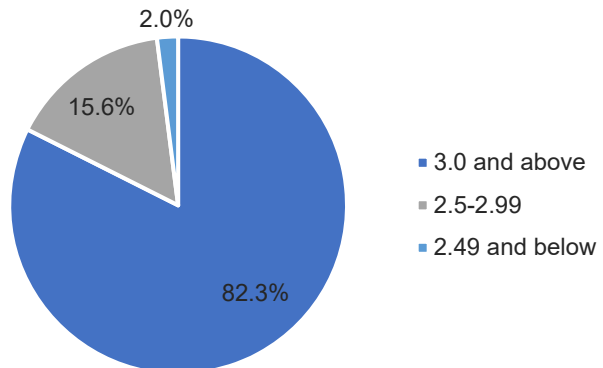


# GPA of Accepted Students

## Regular Program

Over the past five application cycles, on average:

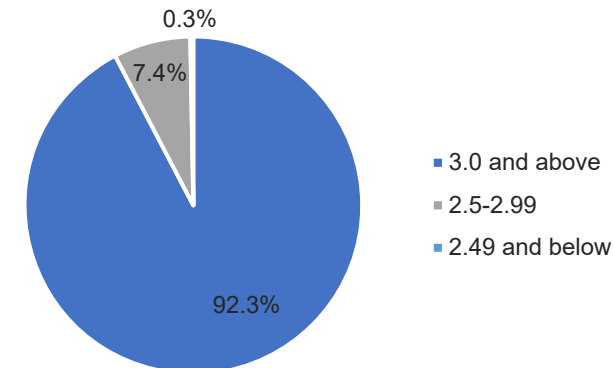
Cumulative GPA of Accepted Regular Program Students



## Advanced Standing Program

Over the past five application cycles, on average:

Cumulative GPA of Accepted Advanced Standing Students





# Application Overview and Walkthrough

# Application Overview

- **Step One:** Create an account & complete the MSU Denver Graduate Application online
  - Fill out all required information
  - Enter professional & volunteer history
  - Enter 3 references for letters of recommendation
  - Pay the \$50 graduate application fee
- **Step Two:** Upload Application Materials on the Application Status Page
  - Admissions Essay (all applicants)
  - Case Study (Advanced Standing applicants ONLY)
  - Check recommendation status
- **Step Three:** Submit Official Transcripts
  - From all colleges and universities attended
  - Electronic transcripts highly recommended
- **Step Four:** Undergraduate Prerequisite Review (Regular Program ONLY)

# Application Overview

## MSW Program Application Process

The 2021 MSW Program Admissions Cycle is Now Open!

The Office of Social Work Student Services encourages you to read through all the steps below to gain a full understanding of the application requirements and process before beginning Step One.

If you are looking for **admissions essay and/or case study instructions and prompts**, these can be found under Step Two.

For information about program eligibility please visit our [Regular Program](#) application page and our [Advanced Standing Program](#) application page.

The **final application deadline** for the 2021 Admissions Cycle is **January 14, 2021 at 11:59 PM**. All required materials must be submitted by this date and time for an application to be considered complete and eligible for review.

To be considered for **priority admission**, applicants must have all required application materials submitted by **October 29, 2020 at 11:59 PM**.

**Please note:** Application processing takes 10-12 weeks from the deadline (not from the submission of the application) to complete. The Office of Social Work Student Services will stay in close contact with you throughout the entire process. If you have questions as you navigate through the application process, please contact the Office of Social Work Student Services via phone at 303-615-0555 or via email at [socialwork@msudenver.edu](mailto:socialwork@msudenver.edu)

[Priority Consideration Deadline Overview & Requirements](#)



## Step One:

Create an account and complete the [MSU Denver Graduate Application online](#).

Your entire MSW Program application will be completed through this application system. No materials will be submitted via other methods or platforms. Please note that you do not have to complete the entire graduate application in one sitting. You can save and come back at a later time.

# Step One: Submit Graduate App

- To submit the app, you must:
  - Fill out all required information
  - Enter professional and volunteer history in the **Professional History Form**
  - Enter 3 references for your **Letters of Recommendation**
  - Pay the **\$50 application fee**

# Step One: Submit Graduate App

## Returning users:

[Log in](#) to continue an application

## First-time users:

[Create an account](#) to start a new application.

**Don't know which option to select?** If you've never applied to MSU Denver before, or the last time you applied was before July 2018, then you are a first-time user and need to create an admission application account.

# Step One: Submit Graduate App

## Mixed Traditional Course Delivery Option

### MSU Denver Plans

What type of program are you interested in?\*

Graduate Degree ▼

What is your planned graduate program of interest?\*

Master of Social Work

**Advanced Standing Program:** Are you applying to the Advanced Standing Program? Select "Yes" if you have an undergraduate degree in Social Work Education within the last six years. You may qualify for Advanced Standing in the Master of Social Work program.

- ☒ Yes  
☐ No

When do you plan to start classes?

Summer 2021 ▼

## Fully Online Course Delivery Option

### MSU Denver Plans

What type of program are you interested in?\*

Online Graduate Degree ▼

What is your planned graduate program of interest?\*

Master of Social Work - Online ▼

**Advanced Standing Program:** Are you applying to the Advanced Standing Program? Select "Yes" if you have an undergraduate degree in Social Work Education within the last six years. You may qualify for Advanced Standing in the Master of Social Work program.

- ☒ Yes  
☐ No

When do you plan to start classes?

Summer 2021 ▼

# Step One: Submit Graduate App

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## Master of Social Work

Provide the following information. \* denotes a required field

### MSW Program Questions

Select enrollment status\*

☒ Full Time (15 credits/semester)  
☐ Part Time (6-9 credits/semester)

Do you intend to complete this program from another state?\*

☐ Yes  
☒ No

Have you previously applied to the MSW Program at MSU Denver?\*

☐ Yes  
☒ No

Have you ever taken courses in the MSW Program at MSU Denver as a degree-seeking or non-degree seeking student?\*

☐ Yes  
☒ No

Have you been previously enrolled in an MSW Program (at MSU Denver or another institution)?\*

☐ Yes  
☒ No

Have you ever been dismissed from an MSW Program (including the MSW Program at MSU Denver)?\*

☐ Yes  
☒ No

### Required Supplemental Materials

After submission of this application, your MSW Program application will not be considered complete and eligible for review until all required supplemental items are also submitted. These items include:

- Admissions Essay
- Case Study
- Letters of recommendation (completed by your recommenders)

All materials should be submitted via the application system. Please do not submit any materials via email or mail. If you have any questions about application requirements, please visit <https://www.msudenver.edu/socialwork/apply/mswprogram/clickheretobegintheapplicationprocess/> for a step-by-step walkthrough, or email [socialwork@msudenver.edu](mailto:socialwork@msudenver.edu).

**Acknowledgment\***

☒ I understand that my application will not be considered complete until it is submitted and all required supplemental items are received by the published deadline.

### Official Recommendations

You will complete Professional Recommendation requests in the next section.



# Step One: Submit Graduate App

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## Professional Recommendations

Three official recommendations are required for the application to the program you have selected. All letters of recommendation will be completed through this online system. You should not collect or submit any physical letters of recommendation.

Name	Status
<a href="#">Add Recommender</a>	

[Continue](#)

Social TEST Work TEST [Logout](#)

### Professional Recommendations

Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Personal message to recommender

I waive my right to access the requested recommendation report.

☐ I waive my right to access this report.

☐ I do not waive my right to access this report.

Send To Recommender

Cancel



# Step One: Submit Graduate App

- Letters of Recommendation
- All recommendations will be submitted via the online system
- Do **not** collect any physical letters
- Recommenders should be:
  - Able to speak to your academic and/or professional abilities
  - Able to comment on your potential to succeed in grad school and/or in the field of social work

# Step One: Submit Graduate App

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## Professional History

This form is a place for you to document your professional and/or volunteer history. The committee will assess both length/quantity of time and the type of experience to determine its relevance.

### Work Experience\*

List all professional work experience in chronological order and include all beginning and end dates. Begin with your most recent position and work backwards.

Employer	Title
----------	-------

[Add New](#)

☐ I do not have work experience to provide

### Volunteer and/or internship experience\*

List all volunteer and/or internship positions in chronological order and include all beginning and end dates. Begin with your most recent position and work backward.

Agency	Title
--------	-------

[Add New](#)

☐ I do not have volunteer and/or internship experience to provide

### Professional Affiliations and Honors (Optional)

List any memberships, honors, or awards.

[Continue](#)

length/quantity of time and the type of experience to determine its relevance.

### Work Experience

Position Title\*

Agency / Organization Name\*

City\*

State\*

Date Employed From\*

Date Employed To\*

Percent of Time\*  
Please select the option that best describes the typical workweek

- ☐ 1/2-time ( 20 - 29 hours per week)
- ☐ 1/4-time ( 1 - 19 hours per week)
- ☐ 3/4time ( 30 - 39 hours per week)
- ☐ Full-time ( 40+ hours per week)

Job Description\*

[Save](#)

[Cancel](#)

Professional Affiliations and Honors (Optional)

# Step One: Submit Graduate App

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## Academic History

Instructions: List the academic institutions you have attended prior to applying to MSU Denver. Add each institution only once.

- Do not add high school information.
- Do not add MSU Denver as an institution if you have previously or are currently attending MSU Denver.
- Do not list the colleges and/or universities attended where you only participated in Study Abroad.

\* If you have attended and/or received a degree from a foreign university, transcripts must be evaluated and submitted through a professional evaluation service:

- Recommended evaluation services are [WES](#) or [ECE](#)
- Request a "Course-by-Course Evaluation"

**Unofficial Transcripts:** Due to the global COVID-19 pandemic, the Office of Graduate Studies at MSU Denver will accept unofficial transcripts for admission to any of our graduate programs. Students submitting unofficial transcripts will be "Admitted with Requirements." The requirements are that official transcripts from each university attended must be received by MSU Denver prior to the end of your first term of graduate study and/or when the COVID-19 crisis subsides. If you do not submit an official transcript by the end of your first term, you will receive a hold on your student record and you may be withdrawn from courses during your second term of study. If the COVID-19 pandemic extends beyond your first term of study at MSU Denver you may appeal to the Office of Graduate Studies for an extension of your "admission with requirements" stipulation.

If you would like to take advantage of "the Admitted with Requirements" option now, one unofficial transcript from each university attended must be uploaded within your application or application status page. All unofficial transcripts must be uploaded for your application to be reviewed by the graduate program for which you are applying. Please do not mail unofficial transcripts as part of your admission application; we only accept unofficial uploads for application evaluation.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		

[Continue](#)

# Step One: Submit Graduate App

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## Signature

Provide the following information. \* denotes a required field

Certification

Do you certify the following?\*

I have carefully read the instructions in this application and, to the best of my knowledge, provided true and complete information. I understand that if found otherwise, it may cause a delay in admission, loss of credit, rejection or dismissal. I will notify the Office of Admissions of any changes to the information provided before my first enrollment and prior to any future enrollment. I understand that I am responsible for any financial charges acquired as a student at MSU Denver, including, but not limited to, tuition and fees.

- ☐ Yes  
☐ No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Student Signature:\*

APPLICATION FEE PAYMENT

A standard, non-refundable application fee will be required when you finalize your application. If you have a promo code for the application fee, please enter it below before moving to the next section.

Promo Code:

By submitting, you acknowledge that you will be automatically opted into the MSU Denver text and email system in which you can manually opt out at any time.

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**Review**

## Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
<a href="#">Recommendations</a>	Enter 3 recommendations
<a href="#">Professional History</a>	Provide Job Information or Indicate No Work Experience
<a href="#">Professional History</a>	Provide Volunteer Experience or Indicate No Volunteer Experience
<a href="#">Academic History</a>	Required: Graduate Program applicants must indicate they earned (or will soon earn) their bachelor's degree in the Academic History section
<a href="#">Residency</a>	Missing Colorado residency information
<a href="#">Signature</a>	Missing student signature

Save for Later

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**Review**

## Review

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application

Save for Later

# Step Two: Submit Materials on the Application Status Page

## Regular Program

Choose File

No file chosen

Upload

### Recent Activities

Date	Details
07/31/2020	Payment Waived: 50.00 USD Application Fee

### Application Checklist

Application Submitted: 09/11/2020

Note: Anything received in the last 7-10 business days may not have been processed yet.

Status	Details	Date
✓ Received	Essay/Personal Statement	07/31/2020
✓ Received	<a href="#">MSW Admissions Essay</a>	07/31/2020
✗ Awaiting	UGD - Undergraduate Degree Conferred (Degree award is posted with degree date on official transcript)	
✓ Received	Recommendation from Caitlin Plamp, MSU Denver Department of Social Work Submitted on 07/31/2020.	07/31/2020
✗ Awaiting	Recommendation from Jane Doe, akldjf; Sent to recommender on 07/31/2020.	
✗ Awaiting	Recommendation from John Doe, aksdljf,a Sent to recommender on 07/31/2020.	
✗ Awaiting	Transcript for Colorado State University Dates Attended: 8/2010 to 5/2013, Degree: No Degree Awarded or Expected	

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

## Advanced Standing Program

Choose File

No file chosen

Upload

### Recent Activities

Date	Details
09/03/2020	Payment Waived: 50.00 USD Application Fee

### Application Checklist

Application Submitted: 09/11/2020

Note: Anything received in the last 7-10 business days may not have been processed yet.

Status	Details	Date
✗ Awaiting	<a href="#">Case Study</a>	
✗ Awaiting	Essay/Personal Statement	
✗ Awaiting	<a href="#">MSW Admissions Essay</a>	
✗ Awaiting	<a href="#">Petition for Advanced Standing</a>	
✗ Awaiting	UGD - Undergraduate Degree Conferred (Degree award is posted with degree date on official transcript)	
✗ Awaiting	Recommendation from Jane Doe, MSU Denver Social Work Sent to recommender on 09/03/2020.	
✗ Awaiting	Recommendation from Jane Smith, McDonald's Sent to recommender on 09/03/2020.	
✗ Awaiting	Recommendation from John Doe, Denver Department of Human Services Sent to recommender on 09/03/2020.	
✗ Awaiting	Transcript for Colorado State University Dates Attended: 8/2010 to 5/2013, Degree: No Degree Awarded or Expected	

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

### Forms

Required [Petition for Advanced Standing](#)



# Step Three: Submit Official Transcripts

- Must submit from **all colleges and universities attended**
- COVID-19 Note: Strongly encourage submission of transcripts electronically at this time due to mail delays
- See our website for detailed instructions and information on what to do if you:
  - Attended a college or university outside of the United States (***not*** as part of a study abroad program)
  - Obtained an undergraduate degree from MSU Denver
  - Previously submitted official transcripts to our office or MSU Denver

# Step Four: Undergraduate Prerequisite Review (RP Only)

- After you submit transcripts, email us to request a prerequisite review (can also be request earlier with submission of unofficial transcripts via email – see website for instructions)
- MSW Regular Program Prerequisite Requirements:
  - 3 credits of course work in **social and behavioral science** centrally organized around **contemporary multicultural or diversity issues**
  - 3 credits of course work in **social and behavioral science** centrally organized around **American Government**
  - 3 credits of course work in **human/general biology** OR 6 credits of course work in **natural and physical science**
  - 3 credits of course work in basic **statistics**