



Getting Ready to Apply: Admissions Basics

Reimagine **possible**

September 10, 2020

Caitlin Plamp, MS

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 2022 MSW Admissions Cycle opened on **September 7, 2021**
- **Final Application Deadline:** Monday, January 17, 2022 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:** Monday, November 1, 2021 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 2022 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

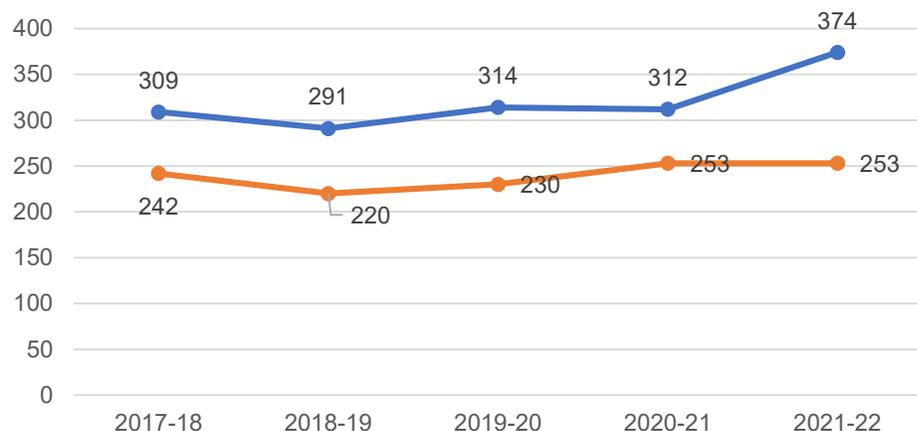


Acceptance Information

Regular Program

Over the past five application cycles, the MSW Regular Program has an **average acceptance rate of 75%**

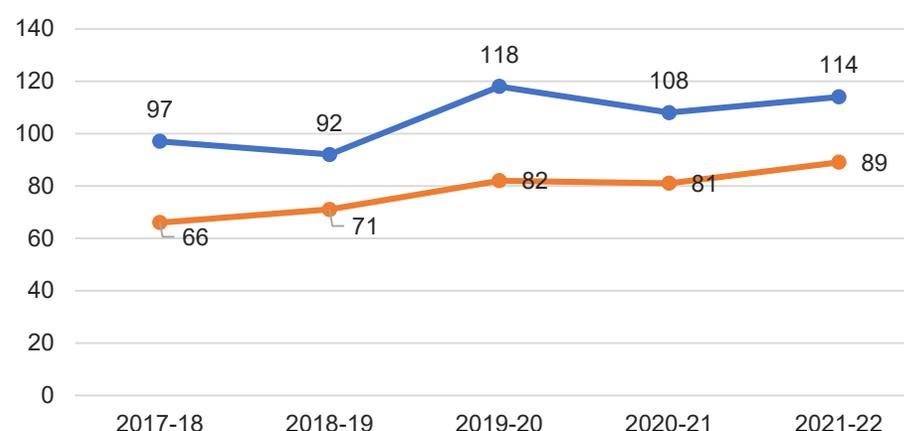
Regular Program Applications



Advanced Standing Program

Over the past five application cycles, the MSW Advanced Standing Program has an **average acceptance rate of 73%**

Advanced Standing Applications

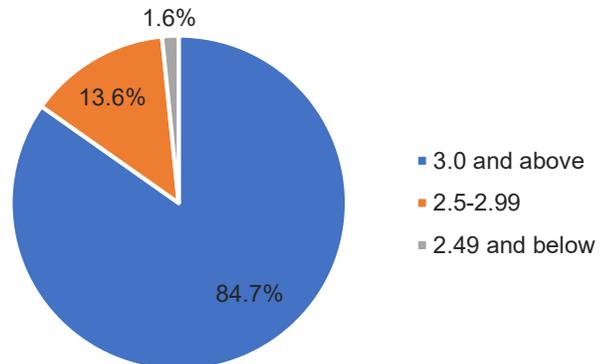


GPA of Accepted Students

Regular Program

Over the past five application cycles, on average:

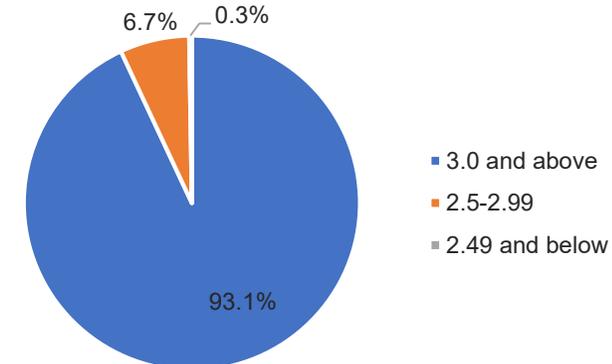
Cumulative GPA of Accepted Regular Program Students



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:** Submit Transcripts
 - From **all** colleges and universities attended
 - Unofficial transcripts can be used for the application process
- **Step Three:** Upload Application Materials on the Application Status Page
 - Admissions Essay (all applicants)
 - Case Study (Advanced Standing applicants ONLY)
 - Check recommendation status
- Undergraduate Prerequisite Review (Regular Program ONLY)

Application Overview

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[Advising & Resources](#)

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Connect with the student services team

[Submit a contact form](#)

Apply to the MSW Program for a Summer/Fall 2022 start!

[MSW Application Walkthrough](#)

Online and on campus delivery - what's right for you?

[Learn more about course delivery options in the MSW Program](#)

Visit msudenver.edu/msw/apply and click on the center box

Application Overview

[Department of Social Work](#) > [Master of Social Work Program](#) > [Apply to the MSW Program](#) > MSW Application Walkthrough

MSW Application Walkthrough

We encourage you to read through all the steps below to gain a full understanding of the application requirements and process before beginning Step One. The Office of Social Work Student Services is here to support you on your journey! If you have any questions, please email us at socialwork@msudenver.edu.



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[Step 2: Submit Transcripts](#)

[Step 3: Upload Materials](#)

[Is My Application Complete?](#)

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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

Fully Online 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 for Master of Social Work? Select "Yes" if you have an undergraduate degree in Social Work from a program accredited by the Council on Social Work Education within the last six years. You may qualify for the advanced standing, one-year (36 semesters hours) Master of Social Work program.

- Yes
- No

When do you plan to start classes?

Summer 2022 ▾

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 for Master of Social Work? Select "Yes" if you have an undergraduate degree in Social Work from a program accredited by the Council on Social Work Education within the last six years. You may qualify for the advanced standing, one-year (36 semesters hours) Master of Social Work program.

- Yes
- No

When do you plan to start classes?

Fall 2022 ▾

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

Certification

Instructions: Please download and read the [Criminal History Statement document](#) and [Standards of Professional and Ethical Behavior document](#) and keep for your records. Note: The Department of Social Work at MSU Denver does not conduct background checks or consider criminal history as part of our application review process.

I have read, understood, and agree to the [Criminal History Statement document](#).*

- Yes
- No

I have read, understood, and agree to the [Standards of Professional and Ethical Behavior document](#).*

- Yes
- No

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
Add Recommender	

[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

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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)

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Academic History

Instructions: List the academic institutions you have attended. 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.

In addition to listing all previously attended institutions, students are required to submit one official transcript from each post-secondary institution they have attended or are presently attending, where one semester hour (or two quarter hours) or more were completed, including study abroad and college coursework completed in high school. Proof of a bachelor's degree is required from a regionally accredited college or university. Note that during the admission process, unofficial transcripts are accepted. Upon acceptance of an admission offer, official transcripts must be received by week eight of the first term of enrollment, or a hold will be placed on the student's account prohibiting future registration.

The applicant is responsible for obtaining all transcripts. Metropolitan State University of Denver students and alumni do not need to provide Metropolitan State University of Denver transcripts. Additionally, if Metropolitan State University of Denver currently has transcripts on file for an institution, there is no need to submit the transcript again. If you are unsure if the university has transcripts on file, please review your application after submission. Once the application has gone through the initial review, the checklist will be updated to reflect transcripts the university has received or already has on file. You will receive communications from the Office of Graduate Studies regarding any missing transcripts.

Official study abroad transcripts are required unless the course titles, grades and credits earned abroad appear on another transcript.

Foreign University Transcripts: Applicants who have attended and/or received a degree from a foreign university must have their transcripts evaluated through a NACES professional evaluation service with a "course-by-course evaluation" that reflects courses taken, the cumulative GPA, and credits obtained. The provider will then send the official evaluation directly to us via email, portal access, or postal mail.

- Recommended evaluation services are **WES**, **ECE**, and **SpanTran**
- Request a "Course-by-Course evaluation"
- Certified English translations must accompany all transcripts except for those provided by institutions that issue documents in English. Errors or omissions in English translations may be grounds for refusal or dismissal.

Applicants educated outside the U.S. are encouraged to contact the Office of Graduate Studies for assistance regarding transcript-related materials.

Official transcripts must include: the name and date of degree earned, if applicable. Official degree certificates or diplomas must include:

- Student name
- Institution name
- Dates of attendance
- Course names, numbers, credits, grades received for courses taken
- Degree title and conferral date, if a degree was earned

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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

A standard, non-refundable application fee will be required when you finalize your application on the next page.

APPLICATION FEE PAYMENT

If you have been given a valid promo code to waive 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.

[Continue](#)

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Review

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

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

[Save for Later](#)

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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 Official Transcripts

- Must submit from **all colleges and universities attended**
- Unofficial transcripts can be uploaded either prior to submission (on the Academic History page) or after submission (via the Application Status/Checklist page)
- 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 Three: Submit Materials on the Application Status Page

Regular Program

Advanced Standing Program

Application Checklist

Application Submitted: 09/03/2021

Note: Please allow up to ten business days for processing.

Status	Details	Date
✘ Awaiting	MSW Admissions Essay	
✘ Awaiting	Recommendation from Caitlin Plamp, Metropolitan State University of Denver Sent to recommender on 09/03/2021.	
✘ Awaiting	Recommendation from Geordi La Forge, Starfleet Sent to recommender on 09/03/2021.	
✘ Awaiting	Recommendation from Jean Luc Picard, Starfleet Sent to recommender on 09/03/2021.	
✘ Awaiting	Recommendation from William Riker, Starfleet Sent to recommender on 09/03/2021.	

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



Step Three: Submit Materials on the Application Status Page

Application Checklist

Application Submitted: 09/03/2021

Note: Please allow up to ten business days for processing.

Status	Details	Date
✘. Awaiting	MSW Admissions Essay	
✘. Awaiting	Recommendation from Caitlin Plamp, Metropolitan State University of Denver Sent to recommender on 09/03/2021.	
✘. Awaiting	Recommendation from Geordi La Forge, Starfleet Sent to recommender on 09/03/2021.	
✘. Awaiting	Recommendation from Jean Luc Picard, Starfleet Sent to recommender on 09/03/2021.	
✘. Awaiting	Recommendation from William Riker, Starfleet Sent to recommender on 09/03/2021.	

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

Undergraduate Prerequisite Review (RP Only)

- After you submit or upload 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**



Tips & Tricks for Applying



Questions?