



THE OHIO STATE UNIVERSITY

COLLEGE OF SOCIAL WORK

Instructions: Application to the PhD – AU22

Application Due Date

- November 30 – All applicants
- All components of the application must be received and suitable for review by November 30. Late or incomplete applications cannot be considered.

Summary list of Application Materials

- Ohio State Graduate Application or Transfer of Graduate program application/form.
- Social Work PhD and MSW-PhD Admission and Funding Application form
- Resume or CV
- Statement
- Academic or Professional Writing Sample
- TOEFL Scores (International applicants)
- Three Letters of Recommendation
- Transcripts from all post-secondary institutions attended

Ohio State Graduate Application

To apply, go to the Graduate and Professional Admissions website, <http://gpadmissions.osu.edu/index.html> Select the “Degrees and Programs” tab. Find “Social Work” then “Doctor of Philosophy”. Select “Apply” from the left navigation bar. Select “Apply” under “Application” in the table.

Follow the instructions and prompts.

NOTE – If you have never been a graduate student at Ohio State, you should select **“Graduate Level Application”** when prompted. If you are or have been a graduate student at Ohio State University select **“Graduate Intra-University Transfer”** when prompted.

Be prepared to pay your application fee when applying.

Finally, have the information you will need for your application as well as your application documents ready. You will be able to upload these documents at this time.

Uploading Documents

It is recommended that you upload all of your documents when completing the on-line application. However, if you were not able to do so or you are a *Graduate Intra-University Transfer* applicant, you may use the Admissions Uploader. From the main Graduate and Professional Admissions website, select the “Helpful resources” tab. Choose “Upload documents” from the dropdown menu on the tab or from the left navigation pane. Follow the instructions.

If you are unable to use the Document Uploader, please contact the PhD program.

Questions about the On-line Application

Graduate and Professional Admissions manages the on-line application system. Please direct your questions about this system to them. Select the “Helpful resources” tab, then select “Contact us” from the dropdown menu or the left navigation pane.

Direct questions about your application materials to the PhD Program Office.

Identify Your Documents

Please be sure that every document you submit has your name on it somewhere and follow document identification instructions for specific documents. This will help us to keep your documents with your application. It is recommended that you also keep copies of every document you submit, so should you need to resubmit, you will be able to do so easily.

Social Work PhD and MSW-PhD Admission and Funding Application Form

The Social Work PhD and MSW-PhD Admission and Funding Application form is divided into two sections. The first section is required for admission consideration. The second section concerns funding and is required if you wish to be considered for Social Work funding. Students must be full time in order to hold a Graduate Associate (GA) position at Ohio State. Please see the form for details about funding.

You can find this and other forms and links at the bottom of the “How to Apply” page - <https://csw.osu.edu/degrees-programs/phd/how-to-apply/>

Resume

You may submit a resume or CV. Your resume or CV should contain current email and phone contact information.

Background and Professional Goals Statement

The Background and Professional Goals Statement ties together your application and provides the admission committee with insight into your qualifications and reason for pursuing the PhD in Social Work at the Ohio State University. It is given considerable weight and should be prepared with great care.

Document Format:

- Double-spaced, typed, 12pt. font
- 6 or fewer pages – be detailed and concise
- Your name and program (Full-time PhD or Part-time PhD) on the header or footer of each page

Content Instructions:

- Your statement should be written in an essay format, rather than as responses to questions as we want to see how well you write and synthesize material.
- In your statement essay, be sure to include the information requested in the statement prompts.
- In your introductory paragraph or sentence, state your name and indicate the specific program that you are applying to. Program options are:
 - Full-time PhD
 - Part-time PhD

Statement Prompts:

1) Background – Undergraduate and graduate education; relevant social work employment and related practice experience, and professional activities.

Please provide a succinct summary of your background including undergraduate and graduate education, relevant social work employment and related practice experience, and professional activities. If you do not have a social work background, please describe employment, volunteer or professional experiences that support your application to the PhD program in social work.

2) Reasons for pursuing a PhD in the field of social work and how the degree fits into your career goals as a social work researcher and educator.

The PhD program in the College of Social Work prepares students to be researchers and educators, either as faculty members at universities or in research positions in the public or private sectors. Please tell us how a PhD from our program fits into your career goals.

3) Specific research interests and focus as well as potential contributions of your research to social work

Although students' research interests can evolve while they are in the PhD program, we would like to hear what your current research interests are. What population are you interested in studying? (e.g., age group, problem area, settings, aspect of mental, physical, or developmental well-being). Are you interested in societal-level, organizational-level, and/or individual-level issues? What area of social work practice do you hope to improve through your future research? Your interest should be focused (e.g., "mental health needs of homeless adolescents" instead of "adolescents")

4) Detailed description of your research experiences and training including specific research-related activities on research projects to which you have contributed.

To be successful in our PhD program, students should have an idea of what social work research is and whether they want to do research as part of their career. While the PhD program does not expect applicants to be proficient in research skills, we look for applicants who have had some research-related experience. Please be specific about your research experiences. What projects did you work on? In what setting did you do research? What specifically was your role? What specific research tasks were you responsible for? What quantitative or qualitative methods did you use?

If you do not have prior research experience, please provide your rationale for why you are prepared to become a researcher.

5) Information on research method and statistics courses that you have taken

The PhD curriculum includes required research methods and statistics courses. We look for applicants who have had at least some experience with statistics, either as part of research activity or coursework. Please tell us about any math, statistics, or research method courses that you have taken as well as other research experiences you have had. Are you prepared to take research methods or statistics methods courses?

If you have not taken any research methods or statistics courses, please provide your rationale for why you expect to do well in those courses.

6) Details of your scholarly and professional works including a thesis and/or other published or unpublished writings.

Professional writing is an important skill for researchers and academics because of expectations regarding the publication of scholarly articles and the generation of research reports. Please tell us about any experience you have with scholarly or professional writing.

If you do not have any experience with scholarly or professional writing, please provide your rationale for why you are prepared to undertake scholarly writing.

7) Identify and provide a rationale for potential College of Social Work faculty mentors who can support your research interests.

Working with faculty mentors in your area of research focus is a significant part of doctoral education. Faculty members also serve as supervisors of your graduate research assistantship as well as candidacy and dissertation committees. Please look at the OSU College of Social Work website and identify one or more [faculty](#) who are doing research in your areas of interest and can be your potential mentors. Provide your rationale for identifying these faculty members as your potential mentors.

8) Reasons for pursuing the PhD in Social Work at The Ohio State University.

There are many social work PhD programs in the country. After looking at the College of Social Work website or talking to others who know about our program, what characteristics of our program make you interested in pursuing your PhD in Social Work at Ohio State?

9) Potential contribution to diversity, inclusion and equity because of your background, social work experience or research focus.

Social justice is a major theme of research and other activities at the College of Social Work. **The PhD program promotes research that seeks to dismantle institutional racism and embrace diversity, equity, and inclusion. We also encourage community-engaged research activities that promote social justice and the well-being of diverse populations.** Please tell us about how your experiences, interests, and research would contribute to our social justice and diversity goals. Examples of diversity include but are not limited to racial and ethnic background, social or economic disadvantage, sexual orientation and gender expression, religious beliefs, disability or other characteristics, experiences, or attributes that may contribute to diversity.

Writing Sample

- Written solely by you
- Demonstrates your ability to write and think analytically
- A research paper or academic writing is preferred.
- You may submit a sample from your previous coursework or employment or write a paper for this purpose.
- Format: Include your name and Program (FT PhD or PT PhD) on the header and footer of each page.

Three Letters of Recommendation

- The submission of Letters of Recommendation is managed through Ohio State University's on-line application. For information about this process or questions and troubleshooting, please go to the **Graduate and Professional Admission's website**. Select the "Graduate Admissions" tab. Select "Steps to Apply". Select "4. Prepare required materials" from the left navigation pane. Expand "Letters of recommendation FAQs"
- Whether the recommender completes the form on-line (preferred) or via "[paper](#)", the attached letter should be formal and preferably on letterhead stationery.
- Recommenders should be graduate or undergraduate faculty members with a PhD who can address your suitability for the PhD program and a research career.
- As the applicant, you are responsible for obtaining references and confirming that forms and letters are sent and received.

Transcripts

- The submission of transcripts and transcript policies are managed by Graduate and Professional Admissions. Please read the information on Transcripts. Select the "Helpful resources" tab. Then select "Additional resources" and then "Transcripts" from the navigation pane.
- If you are a current or former Ohio State graduate student, you need to submit only transcripts *not currently* on file. Please check with your previous department and the PhD program office to find out which transcripts are on file. Make sure that transcripts on file are the final or most recent transcripts for that institution.
- As the applicant, you are responsible to follow all Graduate and Professional Admissions policies and procedures for submitting Transcripts. You are also responsible for making sure that transcripts have been submitted and received.

GPA

- The Graduate School requires a GPA of 3.0 or higher for all graduate applicants for their "last degree relevant to the program of study earned." (*Graduate School Handbook 2.2*). For the PhD Program, this excludes an Associate's degree.
- If you are an PhD applicant and your cumulative GPA for your "last degree relevant to the program of study" (*Graduate School Handbook 2.2*) is below 3.0, but you think you would otherwise be a competitive applicant and would like to apply, please contact the PhD program.

TOEFL/English Proficiency for International Student Admission

Please follow the requirements outlined by Graduate and Professional Admissions on their website. Please select the “International” tab for these requirements and policies.

Forms

Links to forms can be found on the “How to Apply” section of the Social Work PhD website - <http://csw.osu.edu/degrees-programs/phd/how-to-apply/>

Graduate Admissions Forms and information can be found on the Graduate and Professional Admissions website - <http://qpadmissions.osu.edu/index.html>

Contact Us

Jennifer Nakayama – nakayama.7@osu.edu

Phone (614-292-6188) or Zoom or Skype appointments can be scheduled by email.

<http://csw.osu.edu/degrees-programs/phd/>

College of Social Work
PhD Program Office 1947 College Road
Columbus, OH 43210

College of Social Work PhD FT and PT Application Check Sheet

Use this sheet or create your own to track your application submission progress.

| Item | Keep track of - date submitted; how or to whom submitted; item details and any additional notes that you have |
|---|---|
| <input type="checkbox"/> Ohio State on-line Application Form | |
| <input type="checkbox"/> PhD and MSW-PhD Admission and Funding Application form | |
| <input type="checkbox"/> Resume or CV | |
| <input type="checkbox"/> Background And Professional Goals Statement | |
| <input type="checkbox"/> Writing Sample | |
| <input type="checkbox"/> Letter Of Recommendation 1 | |
| <input type="checkbox"/> Letter Of Recommendation 2 | |
| <input type="checkbox"/> Letter Of Recommendation 3 | |
| <input type="checkbox"/> Undergraduate Transcripts | |
| <input type="checkbox"/> Graduate Transcripts | |
| <input type="checkbox"/> TOEFL (International) | |
| <input type="checkbox"/> Misc. | |

Additional Notes