

Read before you begin the MSW Program Application!

Do not use your web browser to fill in this form!

Why? Although web browsers can view .pdfs, most *cannot* save data typed into forms. Past applicants who used web browsers have lost all of their work.

The solution: use Adobe Acrobat Reader (or Adobe Acrobat Pro)

Instructions:

- Download this blank form & save to your computer
- If you don't already have Adobe Acrobat Reader, go to <https://get.adobe.com/reader/otherversions/> to download and install free Adobe Acrobat Reader for your computer
- Open Adobe Acrobat Reader, then use it to open this form
- Complete the form
 - Save as: YourName_MSWapp
 - Print a copy for safekeeping
 - Close form, then open again to check it
 - Submit by emailing to Sandra.Sieben@utoledo.edu

MSW Application for (name):

University of Toledo MSW Program Application

Important: complete this application using Adobe Acrobat Reader or Pro! This will ensure the GPA calculator works. Acrobat Reader is available for free download for Mac and PC.

Last name: _____ First name: _____ MI: _____

Current address, city, state, zip: _____

Permanent address, city, state, zip: _____

SSN or Rocket ID: _____ Email: _____

Cell phone: _____ Home phone: _____ Other: _____

Preferred contact method: Email Cell phone Home phone Other

Contact who always knows how to reach you:

Name: _____ Phone: _____ Email: _____

Demographic information

Note: the following demographic information is requested so that the MSW program can describe our student body, work towards inclusion of all students, and complete reports to the Council on Social Work Education (CSWE), our accreditation body. Response is **OPTIONAL**.

Gender: Cisgender* female Cisgender* male
 Trans woman Trans man
 Non-binary gender Other:

*Gender identity aligns with gender assigned at birth

Sexual orientation: Lesbian or gay Straight (heterosexual)
 Bisexual Pansexual
 Asexual Queer
 Questioning Other:

Race/ethnicity (check all that apply): African American/ Black
 ___ Asian American European American/ Caucasian
 ___ Native American Hispanic/ Latino/ Latina
 ___ Other:

Age: _____

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Veteran or current military service: No Yes

First generation college student: No Yes

Do you have a disability that meets the University of Toledo's Student Disability Services guidelines? (For information on guidelines, see <http://www.utoledo.edu/offices/student-disability-services/>) No Yes

Do you speak a language other than English? No Yes

If yes, which one(s)? Language #1: Language #2:

If yes, how fluent/proficient are you?

Language #1: Elementary proficiency Limited working proficiency

Minimum professional proficiency Full professional proficiency

Native/ bilingual proficiency

Language #2: Elementary proficiency Limited working proficiency

Minimum professional proficiency Full professional proficiency

Native/ bilingual proficiency

Admissions request

Note: undergraduate degree must be completed prior to starting the MSW program. Applicants with a BSW degree may apply to the Advanced Standing program (summer + subsequent school year if full time). Applicants with a different undergraduate major must apply to the Foundation Program (2 years if full time). See MSW student handbook for more information.

Select program to which you are applying: Foundation Advanced standing

Advanced-year track: Mental health Child & family

I plan to attend the program: Full time Part time

Undergraduate degree major: Social work Other:

Completion date for undergraduate degree:

Do you have a graduate degree? No Yes:

MSW Application for (name):

Prior social work, human services, and/or volunteer experience

In the space below, please elaborate on your work, volunteer, internship, leadership, and life experiences that are related to social work or human services.

Name & location of agency/ organization	Position/ job title	Dates	Brief description of your experience, tasks, responsibilities, accomplishments, the population served etc.

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Grades & coursework

The University of Toledo College of Graduate Studies requires that applicants either have at least a 2.7 overall GPA for all previous academic work, or that they take the GRE and score at least at the 29th percentile on verbal and quantitative sections. Please enter your current GPA and credits attempted for each college or university you have attended in the spaces below. (This information can be found on your official or unofficial transcripts.) The form will automatically calculate grade points and your overall GPA for all previous academic work.

College/university name	# credits attempted	GPA	Grade points
Total for all colleges attended			

Overall GPA for all previous academic work:

Note: if the overall GPA shown in the above line is less than 2.7, you must submit GRE scores to the Graduate School.

For some people, recent GPA can be a more accurate reflection of their academic potential than overall GPA. Please enter GPA and credit information for your last four terms, *excluding summer sessions and J-terms*. The form will automatically calculate grade points and your GPA for the last four terms. *Note: if you are currently earning a BSW, it may be to your advantage to wait to complete this form until after your fall semester grades are posted.*

College/university name	Term	Year	# credits attempted	GPA	Grade points

GPA for last four terms:

MSW Application for (name):

Applicants for the MSW program must have completed an undergraduate course in at least three of these areas listed below. Indicate which of these you completed, and note college & term/year.

Statistics	College, term/year:
Human biology	College, term/year:
Political science	College, term/year:
Sociology	College, term/year:
Economics	College, term/year:
Psychology	College, term/year:

Applicants for the Advanced Standing program who earned less than a B- in a required Junior or Senior year social work class may have to show they have mastered the content via completion of that course at the Foundation level before enrolling in the corresponding Advanced Standing course. (Elective courses are not subject to this requirement.)

Did you earn *less than a B-* in any Junior or Senior level social work class?

N/A. I don't have (and am not currently earning) a BSW

No. I earned at least a B- in all required Junior & Senior year social work classes to date

Yes. I earned lower than a B- in these required Junior &/or Senior year social work class(es):*

Class, year/term:

Class, year/term:

Class, year/term:

*Do not include if you re-took the class as an undergrad student and earned higher than a B-

Personal Statement

On the following page(s), paste a single-spaced, 12-point font personal statement that addresses the following topics:

- Factors that influenced your decision to become a social worker and pursue an advanced degree. How will this degree help you achieve your professional goals?
- A pressing social and economic justice issue, what makes this issue particularly salient, and ways you might address it as a masters-level social worker.
- Your experience in the area of social and economic justice, and any of your goals in this area beyond those addressed in the first part of this question.
- Accomplishments you believe are relevant, including ways in which you have demonstrated leadership in areas such as employment, volunteerism, Peace Corps/ AmeriCorps/VISTA, and military service.

Note: you will have to paste half of your statement on each of the following pages, since typed and/or pasted content will not scroll onto the next page.

MSW Application for (name):

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By signing this I affirm that the information I have provided on this form is complete, accurate and true to the best of my knowledge. I understand that furnishing false information on any part of these admissions application materials may result in cancellation of admission or registration or both. I agree to submit materials required for this admission application. I understand that as a student I will be subject to the University of Toledo Student Code of Conduct. My typed name below will serve as my legal signature.

Name:

Date:

Are you planning on attending the MSW program full-time?

No → Stop here. You are done with your application. (You won't be in a field placement your first year, so you will wait to fill out the Field Placement Application.) *Save your application* and print a copy for yourself. Then submit by emailing to Sandra.Sieben@utoledo.edu

Yes → Continue to the next page to fill out the Field Placement Application.

MSW Field Placement Application for (name):

Field placement application

Planning your schedule for field

Almost all field placements take place during regular working hours (8am-5pm weekdays). Students are required to spend at least 4-hour continuous blocks of time at their placement on internship days, totaling 16-17 hours/week in the foundation year and 17 hours/week in the advanced year. Full-time students will also have classes, primarily held weekday evenings and Saturdays, though some weekday classes may be available.

Given the above requirements, explain how you will plan your time in order to complete your field hours during regular working hours:

Internship areas of interest

In order of priority, list your three preferred social work areas of practice and/or the client populations you wish to work with in your internship.

- 1.
- 2.
- 3.

Provide further information to clarify why you have chosen these areas of interest:

State what you would like to learn and/or experience from your field placement. Keep in mind that social work can offer many opportunities to practice at micro to macro levels.

*Under **no** circumstances are you to contact a field agency to inquire or make arrangements for a field placement.* However, we can follow up with an agency where you are interested in being placed. If you have a preference, list agency, contact person, and how you know about them.

Criminal record

Students who have been convicted of a felony or a first-degree misdemeanor will encounter very limited field placement opportunities. Please be advised that a criminal record may also affect your eligibility for Ohio social work licensure.

MSW Field Placement Application for (name):

Have you ever been convicted of a felony or a first degree misdemeanor?

No Yes* Date(s) of conviction(s):

*If admitted into the MSW Program, you must provide detail as to the nature of the conviction(s) so the Field Director can make an informed effort to identify an appropriate field placement for you.

Disability information

Due to a disability, will you require accommodations at your agency?

No Yes

If yes, describe needed accommodations:

If yes, do you have official documentation for your disability and accommodations?

No Yes N/A

Transportation

You must make arrangements for transportation to your field placement. Additionally, some field placements require that students use their personal cars to carry out various assignments. Please check one of the following:

I cannot drive an automobile

I am a licensed driver, but do not have a car to use for my field placement

I am a licensed and insured driver, have a car, and can use it for my field placement

If you do not have a car to drive to your field agency, describe your plan for transportation:

MSW field placement in place of employment

Completing a field placement in one's place of employment is discouraged and not guaranteed. In order to be considered for a placement at your place of employment all of the following requirements *must* be met:

- You must have been employed by the agency for a minimum of 12 continuous months prior to the date you would begin the internship.

MSW Field Placement Application for (name):

- The internship hours are to be *separate* and *apart* from your employment hours. You are required to spend no less than 4-hour blocks of time in the internship.
- The internship is to be completed in a department and/or program that is *separate* and *apart* from the department and/or program in which you are working as an employee.
- The employment supervisor and the internship supervisor are to be different and not have shared supervisor evaluation responsibilities over the student in the student's employment position and in the student's intern position.
- In your role as an intern you are not to provide services to the same client(s) that you are serving in the role of an employee.
- The internship experiences are to be different and of a higher knowledge and practice skill level than those required by your employment position.
- The internship experience must be compatible with the University of Toledo Social Work Program's mission and offer you opportunities to master the MSW Program's curriculum competencies.
- If you wish to complete your internship at your place of employment, you are required to complete a formal request form (to be provided by the Field Director after reviewing your field application).

Are you requesting a field placement at your place of employment? No Yes

If yes:

Where are you currently employed?

When were you hired at your place of employment?

Title of your current position:

Briefly describe your current job responsibilities:

Statement of understanding

I have completed the above application form and certify that the information I have provided is complete and accurate. I also certify that I have reviewed the University of Toledo Graduate Social Work Field Education Manual (found on the University of Toledo Social Work Program web site: <http://www.utoledo.edu/hhs/socialwork/gradprogram.html>). I understand the contents and agree to comply with the requirements, responsibilities and procedures from in the Graduate Social Work Field Manual. I authorize the Field Director to forward my resume to potential field placement agencies.

Name:

Date:

Save your application and print a copy for yourself. Then submit by emailing it to:
Sandra.Sieben@utoledo.edu