MSW Application Instructions

We are pleased you are applying to our MSW Program!
Please review the instructions carefully. Many of your questions are answered below.

Deadlines:
- Advanced Standing applications must be postmarked January 3 or delivered to the SSW by 5 pm on January 2
- All other applications must be postmarked or delivered to the SSW by 5 pm February 2

Please Note:
- We only admit once a year for the fall term.
- Late applications are not accepted.

Admission Review is based on:
- Past academic performance and potential for graduate-level work
- The quality and extent of past social work experience (paid, volunteer, or internships)
- References from professionals who can attest to your suitability for the profession
- A statement of purpose which allows you to articulate your beliefs and values that are consistent with the social work profession

Completing the MSW Application
- Signed PDF Version of the MSW Application Form
  - On the application form, you can choose only one option: Portland Campus, Distance (Ashland or Eugene) or Online. You may not apply to more than one option.
  - If applying to Portland Campus, choose between Advanced Standing, 2, 3 or 4 year.
  - If you are admitted to the MSW program, you are admitted to option you choose.
- GPA calculation worksheet. Please be sure to write your upper-division GPA on this sheet and include it with your application. Please note that you do not have to fill in the worksheet portion.
- Statement of Purpose (detailed instructions below)
- 3 letters of reference (detailed instructions below)
- One official transcript (in sealed envelope) from each college and/or university attended. Application packets sent without transcripts will be considered incomplete.
- TOEFL scores if your undergraduate degree was not received from a U.S. college or university

Statement of Purpose:
Please prepare a statement of no more than 3 double-spaced pages. In your statement, address the following questions:

1. Why have you chosen social work as a profession? What social values and beliefs inform your interest in social work? In what areas do you see the MSW Program helping you to grow?

2. Discuss a social problem that is significant to you and why.

3. Please discuss your experience(s) with diverse individuals and/or communities. (Differences can include age, social location, race, ethnicity, religion, gender, physical or mental abilities, sexual orientation, etc.) How have these experiences:
   - Shaped your identity and self-awareness
   - Broadened your understanding of the role of social work in society
   - Influenced your understanding of and commitment to social justice
References:
You must provide 3 letters of reference (Do not include more than 3):

- Provide our Letter of Reference Form to each of your references.
- Ask your references to attach their written statements on letterhead to the Reference Form. Your reference must return the completed form and letter to you in a sealed envelope with their signature across the back flap.
- Choose references from your work, educational, and volunteer experiences who can address your qualities that make you suitable for a career in social work. Do not use relatives, therapists, or personal friends as references.
- We prefer that at least one of your references address your ability to do graduate-level academic work.
- Please read carefully the statement on the Reference Form regarding the Family Educational Rights and Privacy Act of 1974.
- References must be included in your MSW application packet. They should not be sent directly to the School of Social Work.

Field Placement Notifications:
Two years of field placements are required for the MSW Program. Many field agencies require students to complete a criminal background check before beginning their field hours. A criminal record may make a student ineligible for certain types of field settings and may also limit future career options. Field agencies may also require that students pass drug and communicable disease screenings before accepting them. Having a criminal record or being unable to pass drug or communicable disease screenings could impact our ability to secure the student a field placement. This may result in the student being unable to complete the field instruction sequence as planned, and, in some cases, may preclude a student from completing the MSW Program.

Additional information about the criminal records policy can be found at the Criminal Records and Disclosure to Potential Field Placements information sheet. If you have questions about a past conviction, please contact Janet Putnam, Director of Student Affairs and Admissions, at putnamj@pdx.edu or 503-725-5021. Or you may also contact Julie Kates, Interim Director of Field Education, at jkates@pdx.edu or 503-725-9891.

Before Submitting Your MSW Application:

- Review and sign the PDF version of your application to ensure all information is accurate.
- Make a copy of the application form, the GPA Calculation worksheet, and your statement of purpose. All of your application materials become property of PSU after submission.
- Review the MSW Program Application Checklist to ensure all materials are included in your MSW Application packet.
- Only submit COMPLETE applications.

Submit your complete MSW application by mail to:
School of Social Work, PSU
Name of Option you are applying to: Portland Campus, Distance or Online
PO Box 751
Portland, OR  97207-0751

Or deliver in person to the PSU School of Social Work, 1800 SW 6th Ave., Portland, OR  97201

After Submitting your MSW Application:

- You will receive an email from us in 3-4 weeks confirming we received your application.
- Notify us if your name, address, email, or phone number changes.
- Notify us if you decide to withdraw your application.

Questions? Email Erika Woods at erikag@pdx.edu