



MSW APPLICATION CHECKLIST

Before Starting MSW Application

_____ **1. Carefully review the program information in MSW Application Booklet.** Do you have any questions? If so, don't hesitate to contact us! Email: mswadmissions@wku.edu and/or phone (270) 745-5312.

_____ **2. Map out a workable application timeline for yourself, using the information included in this checklist.** Give yourself plenty of time to put together a high quality application.

Fall Admission Application Deadline: April 1
Spring Admission Application Deadline: November 1

A planned application process and subsequent timely admission also generally mean less stress for the applicant.

_____ **3. Apply to Graduate Studies at WKU at www.wku.edu/graduate/.**

_____ **4. Transcripts from all colleges and universities you have attended are sent to the WKU Graduate Studies office or uploaded to the Graduate Studies portal.**

WKU graduates applying to a graduate program do not need to request an official transcript for admission purposes. Please contact Graduate Studies via email or phone with questions; graduate.school@wku.edu or 270-745-2446

MSW Application Materials

_____ **5. Complete the MSW Application and upload to the Graduate Studies portal.**

_____ **6. Arrange for recommendations.** Three recommendations including at least one academic and one professional are required (If you have not been employed, provide one additional academic recommendation).

- Any MSW program applicant with a BSW earned within the last 7 years MUST include at least 1 letter of recommendation from their previous Field Instructor or Field Liaison, one academic reference, and one reference that is either professional or academic. IF, due

to faculty relocation and/or retirement, no such faculty member is available, a letter to this effect from the current BSW program director must accompany the application.

- Any MSW Traditional Program applicant will include one academic reference and two additional references that are either professional or academic.
- Any program applicant, with or without a BSW, who is currently or previously employed in a social or human services capacity/agency MUST include at least 1 letter of recommendation from a current or previous supervisor, preferably one with a MSW.
- For applicants that have been out of school for 7 years or more it is acceptable to replace an academic recommendation with a work recommendation. At least one academic recommendation is preferred in this scenario.
- Do NOT include relatives.

The references will become part of your admissions file. They will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. You have the right to review references in your file unless you voluntarily waive your right of access. These references should be submitted using the following link:

https://wku.co1.qualtrics.com/jfe/form/SV_dm1Ly365x7fSTps.

7. Write your goal statement. This is a very important piece of your application, and you should take time to respond clearly and thoughtfully to each topic included in the personal statement instructions. Write a draft statement, edit carefully for grammar, spelling and content, then consider having a respected colleague, family member or friend read it for clarity and evidence of critical thinking. Admissions Committee readers look to your personal statement to get a sense of a “fit” between your vocational and life goals, the goals of the social work profession, and WKU’s MSW program. They also carefully note writing and critical thinking skills used in this piece of your total application. Please refer to the instructions on the application for writing the personal statement. Upload to the Graduate Studies portal.

8. Writing sample. Write a two to three page (double-spaced) essay about the possible difficulties advanced level social workers might encounter when working with a particular population. This population (identified by the applicant) would challenge personal beliefs, values or ideals in a social work setting. Discuss strategies for maintaining professionalism in working with this client group. This writing sample should demonstrate proper use of two scholarly sources and appropriate referencing, citations, and formatting per APA 7th edition. Upload to the Graduate Studies portal.

9. Upload your resume. See MSW application for resume suggestions. Important: include inclusive dates for each work or volunteer experience (e.g. Jan. 1, 1999 - June 1, 2000). Highlight all experiences, skills, and abilities that have helped prepare you for professional social work practice.

_____ **10. If you anticipate needing alternate admission (your GPA does not meet admission standards), complete the [Alternate Admission form](#), giving strong evidence of your capacity for success in the MSW program. Upload to the Graduate Studies portal.**

_____ **11. Check all materials:** application, resume, goal statement, writing sample, letter requesting alternate admission (if applicable). Have you completed, signed, and dated all documents? Have you saved copies for your own files?

_____ **12. Follow up on your forms of recommendation.** Have your recommenders completed the form and submitted it?

_____ **13. All applications must be submitted via the Graduate Studies portal.**

Recommendation forms should be sent directly to the program from the recommender.

Recommenders may submit this form using the following link:

https://wku.co1.qualtrics.com/jfe/form/SV_dm1Ly365x7fSTps.