

# MSW APPLICATION INSTRUCTION SHEET

## School of Social Work - University of Oklahoma Applications for 2008

**The deadline for submitting all admission materials is February 1, 2008\*.**

In order to have a complete application to the OUSSW MSW program, **applicants must direct application materials to both the University of Oklahoma and to the School of Social Work.**

***Application materials that must be submitted in order for your application to be considered complete:***

### 1. The University of Oklahoma Application Materials\*\*:

- A University application form (exact form depends on program, see next page)
- Processing fee (Fee amount depends on program, see below)
- Official undergraduate and graduate (if any) transcripts\*\*\*

### 2. School of Social Work Application Materials:

- School of Social Work MSW Application Form  
To access form online: <http://ou.edu/socialwork/graduate/admissions.html>
- School of Social Work Graduate Admission Statement (See instructions below)
- Professional Resume (you provide your own resume; there is no form)
- Three recommendation forms (See instructions below)  
To access form online <http://ou.edu/socialwork/graduate/admissions.html>

**\* February 1, 2008** is the last date on which the School of Social Work guarantees that applications will be accepted. **Applications should be received or post-marked by this date.** The School, if its needs require, may extend the deadline.

\*\* Applicants are encouraged to submit these materials at least several weeks before the February 1 deadline as this can facilitate the processing of their application. Applicants who are attending classes this fall should wait until their fall grades have become official prior to submitting materials.

Applicants for the OU-Norman campus (including Advanced Programs/CCE) may address questions to Donna Vaughn (405-325-8569; [dcvaughn@ou.edu](mailto:dcvaughn@ou.edu)) or Ginger Morse (405-325-8570; [gmorse@ou.edu](mailto:gmorse@ou.edu)), support staff at OU-Norman or to Dr. Jim Rosenthal (405-325-1401; [jimar@ou.edu](mailto:jimar@ou.edu)), Graduate Coordinator in Norman.

Applicants for the OU-Tulsa campus may address questions to Heather Bryson ([heather.bryson@ou.edu](mailto:heather.bryson@ou.edu); 918-660-3385), support staff at OU-Tulsa or to Dr. Julie Miller-Cribbs ([jmcribbs@ou.edu](mailto:jmcribbs@ou.edu); 918-660-3378).

Send your application materials to the addresses that correspond to your FIRST CHOICE of MSW program. All documents can be found at the websites listed below.

In order to have a complete application to the OUSSW MSW program, **applicants must direct application materials to both the University of Oklahoma and to the School of Social Work in Norman or OU-Tulsa School of Social Work. (see below)**

First Choice of MSW program to which you are applying:	Mail University of Oklahoma Application Materials to:	Mail School of Social Work Application Materials To:
<p><b>Norman Campus Applicants for Full-Time, Advanced Standing, and MSW Transfers</b></p> <p>\$40.00 Application Fee \$90.00 International Fee</p>	<p>Office of Admission and Records 1000 Asp Avenue, Room 127 Norman, OK 73019-4076 405-325-2252</p> <p><a href="http://admissions.ou.edu/admissions.htm">http://admissions.ou.edu/admissions.htm</a></p> <p>*Applicants can fill out and submit the University application form electronically. This option requires online credit card payment.</p> <p><b>Please submit this form earlier than Feb. 1</b></p>	<p>Graduate Admissions University of Oklahoma School of Social Work 1005 S. Jenkins, Rhyne Hall Norman, OK 73019-0475</p> <p>Ginger Morse <a href="mailto:gmorse@ou.edu">gmorse@ou.edu</a> 405-325-8570</p> <p><u><a href="#">School of Social Work Admission Forms &amp; Instructions</a></u></p>
<p><b>Norman Part-Time Applicants (Advanced Programs/CCE)</b></p> <p>\$50 Application Fee \$90.00 International Fee</p>	<p>College of Continuing Education 1610 Asp Avenue Room 400 Norman, OK 73019-4076 405-325-1232</p> <p><a href="http://goou.ou.edu/Student%20Services/prospective.htm">http://goou.ou.edu/Student%20Services/prospective.htm</a></p> <p>*Applicants can download application and mail it in, but cannot submit application or pay online.</p> <p><b>Please submit this form earlier than Feb. 1</b></p>	<p>Graduate Admissions University of Oklahoma School of Social Work 1005 S. Jenkins, Rhyne Hall Norman, OK 73019-0475</p> <p>Ginger Morse <a href="mailto:gmorse@ou.edu">gmorse@ou.edu</a> 405-325-8570</p> <p><u><a href="#">School of Social Work Admission Forms &amp; Instructions</a></u></p>

<p><b>OU-Tulsa Part-Time or Advanced Standing Part or Full-Time Applicants</b></p> <p>\$40 Application Fee</p> <p>\$90.00 International Fee</p>	<p>OU-Tulsa Office of Admissions</p> <p>Room 2C11</p> <p>4502 E. 41<sup>st</sup> Street</p> <p>Tulsa, OK 74135</p> <p>918-660-3360</p> <p><a href="http://admissions.ou.edu/admissions.htm">http://admissions.ou.edu/admissions.htm</a></p> <p>* Applicants can fill out and submit application electronically. This option requires online credit card payment.</p> <p><b>Please submit this form earlier than Feb. 1</b></p>	<p>OU-Tulsa School of Social Work— Room 3J14</p> <p>4502 E. 41<sup>st</sup> Street</p> <p>Tulsa, OK 74135</p> <p>918-660-3385</p> <p>Heather Bryson</p> <p><a href="mailto:Heather.bryson@ou.edu">Heather.bryson@ou.edu</a></p> <p><a href="#">School of Social Work Admission Forms &amp; Instructions</a></p>
<p><b>Graduating from OU with a Bachelor's Degree?</b></p> <p>Application fee waived</p>	<p>***If you are graduating from OU, apply to The University of Oklahoma by using this link</p> <p><a href="http://admissions.ou.edu/AdmGradSr.html">http://admissions.ou.edu/AdmGradSr.html</a></p> <p>The fee is waived, and your OU transcripts will be forwarded automatically.</p>	

## GUIDELINES FOR SUBMITTING GRADUATE ADMISSION STATEMENT

**This statement must accompany your application materials to The School of Social Work.  
Deadline = February 1, 2008.**

As part of your application for admission to the School of Social Work, you are to write a statement that addresses the five areas listed below. This statement will be used both to assess your writing and critical thinking skills and to aid the Graduate Admissions Committee in making a decision about your application. Please adhere to the following guidelines.

- The statement should not exceed **five** typewritten pages.
- The statement should be double spaced and use a readable font (Arial, Times New Roman) and size (no smaller than 11 point).
- Please include a coversheet with your name and identification of the program to which you are applying (If you are applying to more than one, list your first choice program.): first year, full-time at OU in Norman; first year, part-time at CCE (College of Continuing Education) in Norman; first year, part-time at OU in Tulsa; Advanced Standing OU in Norman; or Advanced Standing at OU-Tulsa.
- Please address the following questions in your statement. Some of the questions contain multiple parts so be sure to read and answer the questions fully.

1. What motivates you to pursue a master's degree in social work at this time?

2. The profession of social work is committed to social, political, and economic justice, the alleviation of poverty and oppression, and the reduction of social problems. What social problems are you particularly concerned about? How do you understand social, political and economic justice? How do you think that you can advance it? What experiences or factors have shaped your interest in advancing justice?

3. Describe some of your experiences and achievements in school, work (volunteering or employment), and in your personal life. Include a description of any barriers you have encountered in pursuing your education, work, or personal goals. Indicate the steps and strategies you have used or are using to overcome these barriers.

4. Describe any experiences that demonstrate you can work effectively with individuals and communities that represent diverse populations (for example but not limited to, people and communities reflecting diverse ethnicities, racial identities, abilities, socio-economic class, gender, or sexual orientations). Describe any difficulties you have encountered or that you think that you might encounter when working with any of the diverse groups mentioned above.

5. Please describe your plans for completing the MSW program if you are admitted. For example, how do you plan to balance your work, education and personal life? .

## Guidelines for Submitting Recommendation Forms

- Forms should be submitted from references with whom you have had contact in a work, academic, and/or volunteer environment. For example, you may use teachers, supervisors, and/or social services professionals as references.
- **Notice to Advanced Standing applicants (THOSE APPLYING TO THE CONCENTRATION YEAR):** One of your three recommendation letters should come from the **Dean, Director, or Coordinator** of your undergraduate Social Work program. (Applicants for Advanced Standing from OU's BSW program may submit this letter from Dr. Wright, Dr. Wells, or Dr. Baker)
- The School will not accept recommendation forms from relatives or from those whose primary relationship to the applicant is as a friend.
- To access forms online go to <http://ou.edu/socialwork/graduate/admissions.html>
- Applicants should provide a self-addressed, stamped envelope for their references. This will ensure that the reference form gets to the right address:

Norman Applicants:

University of Oklahoma

School of Social Work      OR

1005 S. Jenkins Ave.

Norman, OK 73019-0475

Tulsa Applicants

OU-Tulsa School of Social Work—Room 3J14

4502 E. 41<sup>st</sup> Street

Tulsa, OK 74135

Ginger Morse

[gmorse@ou.edu](mailto:gmorse@ou.edu)

**405-325-8570**

Heather Bryson

[Heather.bryson@ou.edu](mailto:Heather.bryson@ou.edu)

**918-660-3385**

- The applicant or the reference may hand carry a recommendation form provided that the form is in a sealed envelope with the reference's signature written across the sealed edge.
- The deadline for submitting all application materials, including the graduate statement and recommendation forms is **February 1, 2008**.

## For Your Information

- **Statistics Requirement:** Though not an admission requirement, an introductory (undergraduate or graduate) course in statistics is a prerequisite course requirement for Social Work Research (SWK 5083). SWK 5083 is a required program course for full-time and part-time student at both campuses. *Students in the Advanced Standing (30-hour) program do not take SWK 5083, so the statistics requirement does not apply to them.*
- Prior to enrollment, all applicants must have completed a bachelor's degree and have fulfilled all admission requirements of The University of Oklahoma Graduate College.
- A key Graduate College requirement for unconditional admission is a GPA of 3.0 in the last 60 hours of bachelors work or 12 or more graduate hours. Conditional admission is possible where the GPA (in the last 60 hours) is at least 2.75. Where the applicant has three years of post-graduate social work-related work experience, a 2.50 GPA may be considered.
- **All applicants should read the “Graduate Admission Policy” section of the School’s Bulletin.** Students are encouraged to read other sections of the bulletin as well. The Bulletin is at <http://ou.edu/socialwork/graduate/admissions.html>
- Students wishing to obtain in-depth information on Graduate College requirements log on to its web site at <http://gradweb.ou.edu/> (Norman) or <http://tulsagrad.ou.edu/> (Tulsa).
- Applicants to all program options should make checks payable to the “University of Oklahoma.
- **International students** please see last page of these materials.

## Financial Aid Information

- The University of Oklahoma Financial Aid Office website for Norman and Tulsa is <http://www.financialaid.ou.edu> or it can be reached by phone: (405) 325-4521 (Norman) or 918-660-3387 (Tulsa).
- The School of Social Work’s scholarship information will be mailed following admittance to the program.
- For information on stipends related to future employment in public child welfare, call the Child Welfare Professional Enhancement Program (CWPEP) at 405-325-2907 or go to <http://www.ou.edu/socialwork/projects/cwpep/index.html>.

### **Dual Degree Information**

- Applicants for the combined Master of Social Work/Master of Public Health dual degree program should contact Professor David Moxley at (405) 325-0365 or e-mail [David.Moxley@ou.edu](mailto:David.Moxley@ou.edu). More information is in the School's Graduate Program Bulletin.

# International Student Application Process

**For international students the application fee is \$90.00**

Graduate applications and admission credentials from international applicants are processed in the same manner as non-international applicants. Please apply to the program of your choice using the procedure outlined for all applicants.

Additional requirements for International Applicants:

An international applicant for whom English is a second language must provide documentation of proficiency in English before being admitted to The University of Oklahoma Graduate College at either campus.

Proficiency can be demonstrated through any the following methods:

- the applicant has earned a baccalaureate degree from an accredited U.S. college or university
- the applicant has successfully completed at least 24 hours from an accredited college or university in which English is the native language followed by at least 500 on the TOEFL or 173 on the computer-based TOEFL
- the applicant has successfully completed immediately prior to admission a minimum of 12 weeks of study at an approved English language center or program operated by an institution of higher learning or a private school approved by the Oklahoma State Regents for Higher Education
- the applicant presents at least a 550 TOEFL, or a 213 score on the computer-based TOEFL.

The Graduate College Dean at either campus may conditionally admit students who have been recommended for admission to a degree program and who show exceptional academic promise provided that their TOEFL is at least 500. For more information on international admissions go to:

<http://gradweb.ou.edu/docs/info/gcbulletin/admissionInfo/international.htm>

An international student may apply for aid offered by Financial Aid Services only if considered an “eligible non-citizen” by the U.S. Department of Education. Contact Financial Aid Services for additional information.