

# M.S.W.

## Information for Applicants to the Master of Social Work Program

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### Mission

The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this the college values and respects the full range of human diversity.

The College is committed to diversity in its enrollment and strongly encourages applications from members of underrepresented groups.

### Accreditation

The Master of Social Work program is fully accredited by the Council on Social Work Education (CSWE).

Applicants who wish to pursue the Master of Social Work degree at the University of Illinois at Chicago must meet the admissions requirements and be evaluated for admission by the Jane Addams College of Social Work. It is the applicant's responsibility to be knowledgeable of all deadlines for submitting materials.

### Graduate Admission Application Materials

It is the responsibility of applicants to collect all necessary documents, complete all application materials, and mail them to the College in one packet.

In addition, applicants for the School Social Work Concentration must submit a copy of the official Basic Skills Test results to the College, with their application if possible. The College must receive all Basic Skills Test results by April 15. Applicants should not request or depend upon the Illinois Certification Testing System to submit the test results. They should submit the test results themselves.

It is also the responsibility of the applicant to inform the Jane Addams College of Social Work and the UIC Office of Admissions and Records of any changes in name, mailing address, phone number or e-mail address.

**All documents submitted to the Jane Addams College of Social Work and UIC become the property of the university. Documents will not be released to the applicant or forwarded to other institutions or agencies.**

## Educational Options

Applicants must select one of four educational options:

- o Full-Time Option
- o PM Option
- o Advanced Standing Option
- o Transfer Option

**Any applicant who has obtained a BSW from a Council on Social Work Education (CSWE) accredited program within the last six years is required to apply for Advanced Standing. If an applicant is eligible for Advanced Standing applies to the**

**Full-Time or PM Options the application will automatically be considered for Advanced Standing only.**

Applicants must select the option for which they qualify and in which they are interested. Advanced Standing and Transfer applicants must select also their first and second choices of the four concentrations offered by the College: Child and Family, Community Health and Urban Development, Mental Health, and School Social Work. Therefore, applicants should read the information below about each option as well as information in the Annual Bulletin and on the website about the concentrations.

<b>Full-time Option (Two Years)</b>	<p>Students complete the program in two academic years. In the first year, foundation classroom courses, held on Mondays and Wednesdays, are combined with two days of field instruction in a social service agency.</p> <p>In the second year, students enter one of four concentrations (Child and Family, Community Health and Urban Development, Mental Health, or School Social Work). Students attend classroom courses two days a week on Tuesdays and Thursdays and have field instruction in a social service agency three days a week on Mondays, Wednesdays, and Fridays.</p>
<b>PM Option (Three Years)</b>	<p>PM Option students complete requirements in three academic years. In the first two years, foundation classroom courses are taken from 5:30 p.m. to 8:20 p.m. on Mondays and/or Wednesdays. Foundation field instruction takes place either five days per week in the summer of the second year or is extended across the spring and summer terms of the second year.</p> <p>In the third year, students normally enter one of four concentrations (Child and Family, Community Health and Urban Development, Mental Health, or School Social Work). Students take classes during the day on Tuesdays and Thursdays and are in field on Mondays, Wednesdays, and Fridays.</p>
<b>Advanced Standing Option (One Year)</b>	<p>Applicants must have received a baccalaureate degree in Social Work within the last six years from a Council on Social Work Education (CSWE) accredited program. Applicants receive credit for foundation classroom courses and field instruction. They go directly into the concentration year which consists of two days of classroom instruction and three days of field instruction.</p>
<b>Transfer Option</b>	<p>Applicants who have attended another Council on Social Work Education (CSWE) accredited MSW program within the last four years may apply for transfer student status. Applicants will be given concentration year status if all of the foundation year requirements are met. Applicants who do not meet all foundation year requirements are given foundation year status.</p>

Note: You must indicate your program option, then your first and second concentration choices, both in the standard Graduate application provided by the Office of Admissions and Records and on page 13 of this application form.

# Minimum Jane Addams College of Social Work Admission Requirements

The minimum admission requirements are:

1. A baccalaureate degree from an accredited college or university
2. A grade point average of at least 2.75 (A=4.0) for the final 60 semester or 90 quarter hours of undergraduate study
3. A liberal arts background consisting of credit received on the collegiate level in the following areas:
  - a) English composition, with a minimum grade of "C."
  - b) Social and behavioral sciences (20 semester hours are recommended, but applicants with strong records in humanities are urged to apply.)
4. A course in statistics passed within the past six years with a minimum grade of "C."

Applicants should note that meeting minimum requirements does not guarantee admission.

Furthermore, it should be noted that interviews are not required and may not be requested by an applicant. Interviews may be requested by the Director of Admission on a case-by-case basis. This is the rare exception and not the rule.

## *Prerequisites Documentation*

Applicants are responsible for documenting that they have satisfied the stated prerequisites or requirements. Applicants should record on their application the name of the courses that satisfy the prerequisites or requirements, the course numbers, and the college or university at which the courses were taken.

For Advanced Placement (AP) credit to be accepted as satisfying the requirements or prerequisites the AP credits must be stated on the undergraduate college / university transcript of the applicant.

If it is uncertain that a course satisfies a particular prerequisite or requirement, an applicant should submit appropriate documentation with his or her application, such as the course syllabus or statement from a faculty member who has adequate knowledge of the course or courses.

Individuals who know at the time of application that they do not satisfy a particular requirement should make plans for meeting the requirement prior to beginning graduate study. The necessary documentation, such as a transcript, should be submitted to the College by August 15. Failure to document that all requirements have been satisfied may result in admission to the MSW Program being rescinded.

## Application Submission Period

Most applications for admission to the MSW Program may be submitted between October 1 and February 28. Applications postmarked February 28 or submitted online by that date will have met the application deadline.

**International applications are the exception to the February 28 deadline. International applications must be received by January 31.**

Submission of application during October, November, and December is encouraged. Applications submitted during those months have benefits that applications received during January and February do not receive.

All individuals interested in enrollment in the MSW Program can help the College process applications more efficiently and quickly by doing the following:

- o Submitting all requested materials at the time of application, including the Basic Skills Test results, if possible.
- o Submitting applications early, possibly during October, November, or December.
- o Providing the college by April 15 a copy of the Basic Skills Test results received from the Illinois Certification Testing System.

It should be noted that incomplete applications will not be reviewed until all missing requested materials are received. **All applications must be complete by February 28.**

## Application Instructions

An application to the Jane Addams College of Social Work consists of two parts:

1. The Office of Admissions and Records (OAR) Graduate online application form ([http://www.uic.edu/depts/oar/grad/apply\\_grad\\_degree.html](http://www.uic.edu/depts/oar/grad/apply_grad_degree.html)), completed and submitted to OAR. Call 312-996-4350 if you have questions.
2. The Jane Addams College of Social Work application starting on page 13, completed and submitted to the address below. The online version is available at <http://www.socialwork.uic.edu>. It can be filled out online and must be printed out and mailed to the address below:

Office of Admissions  
Jane Addams College of Social Work  
University of Illinois at Chicago  
1040 West Harrison Street (MC 309)  
Chicago, Illinois 60607-7134

## A Complete Application Consists of the Following Ten Items:

- 1a. OAR's Graduate online application form ([http://www.uic.edu/depts/oar/grad/apply\\_grad\\_degree.html](http://www.uic.edu/depts/oar/grad/apply_grad_degree.html)).
- 1b. The College's completed application form. This can be filled out online or in booklet form.
2. The required application fee.  
A **nonrefundable** application fee of \$50 domestic or \$60 international (in U.S. currency) must be submitted with your application, except for those applicants previously enrolled as graduate students at UIC. Attach a check or money order *payable to the University of Illinois at Chicago* to the top of the application form. An application *cannot be processed without* payment of the application fee. Application fees, it should be noted, will *not be* refunded to applicants who withdraw their application.
3. A self-addressed, stamped envelope.
4. Two **official** transcripts from **all** postsecondary institutions attended.

If you are a current or were a student at UIC, you should submit UIC transcripts. Submitting them will expedite the application process. Official transcripts should be placed in an **unopened**, sealed envelope, with the signature/seal of the college or university or an official of the academic institution over the flap. If a school does not sign the flap of the envelope, simply forward those transcripts unopened.

If you are a U.S. citizen or permanent resident who has studied outside of the U.S. for academic credit, you must also submit those transcripts. They must be official and must be submitted even if the information appears on your U.S. transcripts.

**Please Note:** College seniors must have a final transcript sent when all degree requirements are satisfied. The undergraduate degree must be posted on the transcript.

5. Three written references.

Submit three written references that have been completed on the **official forms** contained in this application booklet. The references should be from people qualified to evaluate your ability to complete the MSW program successfully. Undergraduate college students or recent applicants should seek at least one reference from a college instructor. If you have been employed at least six months, you should seek a reference from a supervisor. Other references may come from volunteer supervisors, college advisors, or agency consultants. **Do not submit references from friends or relatives.**

References should be sealed, signed across the seal, and returned, unopened, along with the rest of your application-packet.

## 6. Personal Statements

Prepare a typed, double spaced statement of up to one page for each of the following sets of questions:

- (1) How did your interest in social work develop? Why are you now seeking an education in social work? What are your special interests? If you have trained or worked in another field, why are you considering changing your career goals?
- (2) What significant life experiences, family members, friends, or work experiences have influenced the development of your interest in social work?
- (3) What are your career goals? How are they in accordance with or disparate from the mission of the Jane Addams College of Social Work?
- (4) How do you intend to complete the program? How will you finance your graduate education? How will you balance your outside responsibilities with your academic responsibilities?

## 7. Experience Statement / Resume

Provide an experience statement or resume that contains the following information:

### *Required*

- (1) your employment experience
- (2) your volunteer experience
- (3) your civic leadership experience
- (4) your practicum or internship experience

### *Optional*

- (5) your publications
- (6) your research experience

Be sure to use the stated descriptors for the information provided. You may refer to the application preparation guidelines for a possible format for the experience statement.

## 8. Basic Skills Test Scores (**For School Social Work Concentration Applicants only**).

**You are responsible for submitting to the College a copy of the official letter you received from the Illinois Certification Testing System that contains your basic skills test results.** Requesting that the Illinois Certification Testing System send the College a copy of your basic skills test results will not relieve you of your responsibility for submitting a copy of the official results sent to you. The College must have the results by April 15.

## 9. International Applicants

International applicants should submit the following in addition to their transcripts:

- (a) TOEFL scores or waivers
- (b) Foreign credential evaluation
- (c) Council on Social Work Education evaluation report (if necessary)
- (d) Declaration and Certificate of Finances Form (this form must be received by the College between March 1 and 15, approximately six months prior to the start of the fall semester).

International applicant should consult the Office of Admissions and Records' webpage for additional information regarding international applications: [http://www.uic.edu/depts/oar/grad/international\\_requirements\\_grad.html](http://www.uic.edu/depts/oar/grad/international_requirements_grad.html)

## 10. JACSW Financial Support Application.

After reading the statement related to financing graduate social work education complete and include with the application a copy of the Jane Addams College of Social Work's Financial Support Application. Do so whether you are interested in or are not interested in being considered for any of the financial supports provided by the College.

**Application preparation guidelines may be found on the College's Website (<http://www.socialwork.uic.edu>).**

## Advanced Standing for BSW Students

Only those persons with a BSW degree from a CSWE accredited program are eligible for the Advanced Standing Program option. **If, within the past six years, you have completed or are in the process of completing a baccalaureate degree in a social work program accredited by the Council on Social Work education, you must apply for the Advanced Standing Program option.** You may be granted a maximum of 28 credit hours toward the MSW degree. Credit is only granted for those social work courses identified by JACSW to be equivalent to the foundation courses and in which a “B” or higher grade was earned. Any course that was passed, but a “B” or higher grade was not earned, will result in the student needing to take an additional elective course to make up for the credit deficiency.

If an applicant eligible for Advanced Standing applies to the Full-Time or PM Program options, the applicant will automatically be considered for Advanced Standing. Students who are in programs in candidacy for CSWE accreditation must apply for the Full-Time or PM Program options.

Advanced Standing students will be expected to complete all degree requirements by enrolling for one academic year or one calendar year. Some students must attend summer classes prior to their entry into the concentration year. In rare circumstances, students may take courses during the summer following the spring semester of their concentration year. If admitted into the college, you will be notified regarding whether or not you will be required to take summer courses. Failure to successfully complete the identified summer prerequisites and/or foundation courses will lead to cancellation of your admission to the college. Field placement in the applicant’s agency of employment is not permitted for Advanced Standing students.

If you wish to apply for Advanced Standing, you must check that option where requested on the program application. You must also indicate **a first and a second choice** for your concentration from the areas listed.

**Note #1:** For those applying for the School Social Work concentration, acceptance into the School Social Work concentration is not guaranteed. Please carefully read the School Social Work concentration section of the application. Follow the directions carefully.

**Note # 2:** In order to best evaluate courses for Advanced Standing, please complete the application section marked for Advanced Standing applicants only. Doing so will facilitate the review of your application.

**Note # 3:** If you are a student who received the equivalent of a baccalaureate degree in social work from a foreign school, you must have your degree evaluated by the Council on Social Work Education’s International Social Work Degree Recognition & Evaluation Service (ISWDRES). Information about the service can be obtained at [www.cswe.org/iswdres](http://www.cswe.org/iswdres). An application for this service can be obtained by e-mailing [iswdres@cswe.org](mailto:iswdres@cswe.org).

## International Application Information

- **International applicants** are citizens or permanent residents of a country or political area other than the United States and who have residence outside of the United States to which they expect to return. They are, or propose to be, temporary residents in the United States for educational purposes.
- **Permanent residents** are persons who have become official permanent residents of the United States.
- **Other Non-citizen applicants** are persons granted temporary residence in the U.S., conditional entrance into the U.S. parolee, refugee, or asylum status and who may be in the process of becoming permanent residents.

Early application is essential to allow time for review of documentation and for entry visa processing. You must possess an acceptable bachelors degree based on four or more years after grade 12 (or the equivalent) from an accredited and approved institution of higher learning. If you have completed your baccalaureate studies outside of the United States, be sure to include all postsecondary school transcripts along with a listing of all studies completed to date; grades or examination results received (including both failing and passing grades); maximum and minimum grades obtained; rank in class; degrees, diplomas, and certificates earned; and length of the school year.

Documents must be authenticated or certified; those not written in English must be accompanied by a certified English translation.

**Official transcripts bear the seal and/or stamp of the university as well as the signature of the appropriate official such as the Registrar.** Applicants from countries that issue marksheets should submit attested or certified marksheets or examination reports showing the detailed results of exams taken. Marksheets or examination results should be attested by the Controller of Examinations or equivalent. An official English translation should be attached to any credential not issued in English. **Documents must be submitted in a sealed, unopened envelope.**

UIC and the Jane Addams College of Social Work reserve the right to accept only credentials or documents deemed authentic. International academic documents that are evaluated by any of the professional credential evaluation services listed below are also acceptable for application processing purposes. If admission is granted, authentic or certified copies of the original academic documents in the original language and English translations must be submitted. All documents become the property of UIC.

Foreign credential evaluations are accepted from the following:

AACRAO  
One DuPont Circle, N.W. Suite 520  
Washington, D.C. 20036-1135  
(202) 296-3359  
[www.AACRAO.org/credential/individual.htm](http://www.AACRAO.org/credential/individual.htm)

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, WI 52303-3470  
(414) 2893400  
[www.ece.org](http://www.ece.org)

Josef Silny and Associates, Inc.  
P.O. Box 248233  
Coral Gables, FL 33124  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

World Education Services  
P.O. Box 11623 Chicago, IL 60611-01623  
(312) 222-0882  
[www.wes.org](http://www.wes.org)

Applicants are responsible for insuring that all documents and test scores are forwarded to the Jane Addams College of Social Work under their name as it appears on the UIC application and on their passport. Whenever possible, a U.S. social security number or a UIC assigned identification number should appear on each document. (You may go to <http://www.uic.edu/depts/grad/admissions/international.shtml> for a guideline regarding documents to submit with your application).

#### *TOEFL*

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) within two years prior to admission. This test is administered by the Educational Testing Service, Box 899, Princeton, New Jersey, 08540, (800) GO-TOEFL (toll-free within the U.S. only). You may also consult the Educational Testing Service Website: <http://www.toefl.org>. The minimum TOEFL score accepted by the Jane Addams College of Social Work is 550 (paper-based test) or 213 (computer-based test). UIC's Institutional Code is 1851.

#### *TOEFL Exemptions:*

- 1) Native English speakers
- 2) Non-native English speakers who have completed two consecutive years of full-time high school or university study in the U.S. or another country **where the official language of the country is English.**
- 3) Non-native English speakers who have a minimum of one year full time employment in the U.S. or another country where the official language of the country is English. Applicants must submit a letter from their employer verifying at least 12 consecutive months of employment and describing their English language ability. Failure to submit this documentation with your application will result in a delay of the application being processed.

**Special note:** Applicants from countries where the official language of the country is not English, but who attended a university

where English was the language of instruction, are not exempt from submitting TOEFL scores. For further explanation of those cases in which the TOEFL may be waived, please contact the UIC Office of Admissions and Records at (312) 996-4350.

#### *Declaration and Certification of Finances*

The Declaration and Certification of Finances form (available at <http://www.uic.edu/depts/grad/gcforms/finstmt.pdf>) must be submitted to verify that financial resources are available to provide support while studying at UIC. International students must be able to finance themselves fully, including room and board, tuition, books, other expenses, and travel to and from the United States. Only a limited number of assistantships are available, so applicants should not plan on any financial assistance from UIC unless they receive a written offer of aid. All international applicants who plan to finance the cost of attending UIC from personal resources must certify that they will have available sufficient funds to cover their academic year, plus living expenses for a summer. The exact amount required is set each year by the University of Illinois Board of Trustees. The amount is subject to change, depending upon tuition and room/board changes. Admission is contingent upon applicants providing satisfactory evidence of adequate finances or sending a notarized certified statement verifying funds available and their source. Official admission letters from UIC and visa documents cannot be sent until certification is received. International students may apply for fellowships, assistantships, and tuition waivers, but opportunities are extremely limited.

#### *Application*

The TOEFL and the Declaration and Certification of Finances are considered a part of the application. A review of the application may be delayed if one or both are missing. Applicants are strongly encouraged to submit both documents with the application as a part of the self managed application.

## **Transfer Students**

Students who are transferring from another CSWE-accredited program should check the Transfer Student box on the application. Students transferring from other institutions must also meet the minimum admission requirements and complete the application by the deadline. Transfer of course credit is not automatic and the number of hours that may be transferred is determined on an individual basis. Please note that depending upon the number of courses completed and the number of credit hours accepted the number of semesters over which course study is completed will vary and may require some summer study. To be eligible for consideration:

1. The program must be accredited by the Council on Social Work Education (students who are in programs in candidacy are ineligible and **must** apply for the Full-Time or PM Program Option).

2. The course(s) must be comparable to one offered by the Jane Addams College of Social Work and be required as part of the core curriculum.
3. The course(s) must have been taken no more than four years previous to the request.
4. A minimum grade of B was obtained.
5. The credits/coursework may not have been applied toward another degree.

Students may be required to take prerequisites that were not taken prior to admission into their transferring institution and/or foundation social work courses that were not taken at their transferring institution in order to meet Jane Addams College of Social Work requirements. In any required social work course(s) where a B or higher was not obtained, a student will be required to take additional course(s) to make up the deficit in the number of credits required for graduation. Course credits may be transferred only after a student has successfully completed twelve hours of work at the Jane Addams College of Social Work. The course work must not have been applied towards another degree.

**Note:** Please complete the appropriate section of the application.

## Reapplication Requirements

If you applied to the Jane Addams College of Social Work **in the previous two years**, you do not need to resubmit the entire application packet. Generally, you need to submit only a new application and personal statement. If you have attended classes since your first application, please submit the necessary transcript(s). Also, applicants may submit an additional reference, but are not required to do so.

**If you applied or attended three or more years before, you must resubmit the entire application.** You must submit the following:

- 1a. A completed OAR application form.
- 1b. A completed Jane Addams College application form and the required fee.
2. Two official transcripts from any colleges or universities attended since your previous submission and any transcripts not submitted previously due to failure to complete the application packet.
3. New references. (encouraged, but not required)
4. A new personal statement that follows the stated guidelines.

Please note: You are encouraged to address the question contained in the statement below that is appropriate for you:

- (a) If you are a previous student and were dismissed or left the program of your own accord, what will be your plan for being successful in the program?
- (b) If you previously applied and were denied admission, please address why you are reapplying specifically to the Jane Addams College of Social Work.

- (c) If you are a previous applicant who was accepted and withdrew your application, please address why you are reapplying to Jane Addams College of Social Work.
  - (d) If you are a previous applicant who was placed on the waiting list and subsequently withdrew your application, please address why you are reapplying to the Jane Addams College of Social Work.
5. Two copies of a current resume-should include employment experience, volunteer experience, civic leadership experience, and practicum experience. Publications and research experience also may be listed.

Note: In some cases, you will be contacted to resubmit previously submitted materials. You may choose to automatically resubmit them with your new application in order to expedite the review process.

## Nondegree Applicants

On rare occasions, the college will offer the option of nondegree status to applicants who are seeking admission to the college, but may not meet certain requirements. These students are admitted on a space-available basis only. **Students may not apply to the college specifically for nondegree status.** A maximum of eight credits earned as a nondegree student may be applied towards the MSW degree if admitted into the program.

## Deferment Policy

The Jane Addams College of Social Work does not allow students to defer their admission after being accepted into the college. If an applicant applies and is accepted but chooses not to attend, they must reapply. Those who choose to reapply are not guaranteed acceptance into the college.

## Concurrent Enrollment in Other Programs

Students may not concurrently enroll in another degree program or pursue another degree while enrolled in the Jane Addams College of Social Work.



## **UIC Nondiscrimination Policy**

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

## **Disability Services Notification**

Concerning disabled students, the University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC programs must be registered with the Disability Resource Center (DRC) Please contact DRC at 312-413-2183 (voice) or 312-413-0123 (TDD).

# Application Forms

## Important Reminders

1. The application you are filling out is only one of two parts. You must also fill out the standard Graduate application form provided by the UIC Office of Admissions and Records, and submit it to OAR. The standard Graduate College application form is available at [http://www.uic.edu/depts/oar/grad/apply\\_grad\\_degree.html](http://www.uic.edu/depts/oar/grad/apply_grad_degree.html).
2. A version of the Jane Addams College MSW application form can be found online at the Jane Addams College of Social Work website (<http://www.socialwork.uic.edu>). You can fill out the application online, though you will still have to print it out, submit payment, and provide other records by mail by the application deadlines.

► **APPLICATION FOR FALL 20** \_\_\_\_\_ **Please Note:** Students are admitted once a year, in the fall of the year.

**APPLICATION OPTIONS**

- Full-time (two-year) program option** (two academic years, full-time, with classes during the day and concurrent field placement).
- PM (three-year) program option** (two academic years, part-time, with classes during the evening and block field placement in the second year, followed by one calendar year, full-time, with classes during the day and concurrent field placement).
- Transfer Student** (Program length varies dependent upon the number of credits accepted. This option is only for students enrolled in a CSWE-accredited MSW program during the last four years.)
  - Transfer applicants should note with a “1” for their first choice and a “2” for their second choice.
    - \_\_\_\_\_ Child and Family
    - \_\_\_\_\_ Community Health and Urban Development
    - \_\_\_\_\_ Mental Health
    - \_\_\_\_\_ School Social Work
- Advanced Standing (one-year) program option** (one academic or one calendar year, dependent upon courses accepted by JACSW; must be full-time, with classes during the day and concurrent field placement and may require summer attendance. Option only for students from an accredited BSW program—see section entitled “Advanced Standing for BSW Graduates” for additional information).
  - If you are applying for the Advanced Standing Program, please indicate your choice of concentration. **You must indicate two concentration choices.** Every effort will be made to accept you into your first choice.
  - Applicants for Advanced Standing should note with a “1” for their first choice and a “2” for their second choice.
    - \_\_\_\_\_ Child and Family
    - \_\_\_\_\_ Community Health and Urban Development
    - \_\_\_\_\_ Mental Health
    - \_\_\_\_\_ School Social Work

**UIC ATTENDANCE**

Please check appropriate box or boxes.

- Attended UIC previously as a graduate student.
- Re-applicant to Jane Addams College of Social Work
  - Application or attendance within the last two years
  - Application or attendance three or more years ago

**IDENTIFYING INFORMATION**

Your name (first name, middle name, and last name)  Mr.  Ms.  Mrs.

Indicate any name(s) you have used on any previous academic records that are different from above (first name, middle name, and last name)

Mailing Address (no., street, city or town, state, and ZIP code).

<b>Birthdate</b> <small>Month</small> : Day      : Year : : :	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>E-mail address</b>
<b>Current daytime telephone number</b> (       )		<b>Cell telephone number</b> (       )

## COURSES IN PROGRESS OR TO TAKE

List below courses that are being taken now (IP) or courses that will be taken (TT) prior to enrollment on the MSW Program.

Course Name / Course Number	School	Status
Course Name / Course Number	School	Status
Course Name / Course Number	School	Status
Course Name / Course Number	School	Status

Additional courses are listed on an attached sheet.

## PREREQUISITES/REQUIREMENTS

List the classes you believe satisfy the two prerequisites. Provide all of the requested information. If you have not satisfied one or both of the prerequisites, please write "not satisfied" on the appropriate line or lines.

Statistics:

Course	Term/Year	School	Grade

English Composition:

Course	Term/Year	School	Grade

*Social and Behavior Sciences Courses*

My undergraduate major and/or minor required me to take 20 or more hours of social and behavior sciences courses.  Yes  No

If no, list the social and behavior sciences courses you have taken below:

Course Name	Number of Hours	School
Course Name	Number of Hours	School
Course Name	Number of Hours	School
Course Name	Number of Hours	School
Course Name	Number of Hours	School
Course Name	Number of Hours	School
Course Name	Number of Hours	School

## TRANSCRIPTS/ACADEMIC CREDENTIALS

**Please note that transcripts are required from all colleges or universities attended.** List the name of each institution from which you are submitting or plan to submit transcript. If the transcript is enclosed, please indicate with an E. If the transcript is not enclosed, state the date that you requested the transcript be sent.

Name of Institution	E/Date Requested

## INTERNATIONAL APPLICANTS

Check those task you have performed:

- Submitted an authentic transcript for each postsecondary school attended in a sealed, unopened envelope.
- Submitted an English transcript if the original transcript is not in English.
- Submitted a course-by-course evaluation prepared by an approved credential service.
- Submitted TOEFL score or waiver
- Submitted the Declaration and Certification of Finances form.
- Submitted the Council on Social Work Education evaluation report (if required)

## ADVANCED STANDING APPLICANTS ONLY

Indicate for each of the following foundation courses the equivalent undergraduate courses you took:

Foundation Courses (JACSW Descriptions, See Bulletin)	Undergraduate Courses (Names and Numbers)	Term and Year	Grades Received/ IP/TT
SW 410: Human Behavior and the Social Environment			
SW 411: Social Work in a Multicultural Society			
SW 420: Social Welfare Policy and Services			
SW 430: Generalist Practice with Individuals, Families, and Groups			
SW 431: Generalist Practice with Task Groups, Communities, and Organizations			
SW 460: Social Work Research			
SW 570: Field Instruction 1			
SW 571: Field Instruction 2			

**TRANSFER APPLICANTS ONLY (CSWE ACCREDITED GRADUATE PROGRAMS)**

The left column of the chart below lists the courses MSW students take during the first year of study at the JACSW. Next to each course list the equivalent course you have taken or are taking at your current MSW Program.

**1. Foundation Courses**

Foundation Courses (JACSW Descriptions, See Bulletin)	Undergraduate Courses (Names and Numbers)	Term and Year	Grades Received/ IP/TT
SW 410: Human Behavior and the Social Environment			
SW 411: Social Work in a Multicultural Society			
SW 420: Social Welfare Policy and Services			
SW 430: Generalist Practice with Individuals, Families, and Groups			
SW 431: Generalist Practice with Task Groups, Communities, and Organizations			
SW 460: Social Work Research			
SW 570: Field Instruction 1			
SW 571: Field Instruction 2			

**Other Courses taken, being taken, or to be taken prior to enrolling at JACSW.**

Course Taken (Names and Numbers)	Term and Year	Grades Received/ IP/TT

# SCHOOL SOCIAL WORK CONCENTRATION REQUEST AND APPLICATION

## \*\*\* FOR SCHOOL SOCIAL WORK CONCENTRATION APPLICANTS ONLY \*\*\*

### 1. Introduction

This page should be read by all students interested in the School Social Work Concentration. An applicant wishing to enter the School Social Work Concentration must apply by reading the following information and signing below:

To practice as an Illinois school social worker it is necessary to obtain the Type 73 certificate from the Illinois State Board of Education. Therefore, in addition to graduating from the School Social Work Concentration, an individual must pass two state-administered tests: a basic skills test and a subject matter test on school social work. **Only the basic skills test results are required as part of the application process.**

### 2. Basic Skills

As of July 2002, as determined by the Illinois legislature, students who will begin their School Social Work Concentration in the fall 2003 or later **must pass the Basic Skills test prior to entering the school social work concentration.** Therefore, the college must have proof that you have successfully completed the Basic Skills test before it can admit you into the School Social Work Concentration. Passing or not passing this test **will not affect** whether or not you are admitted into the Jane Addams College of Social Work's Master of Social Work Program, only whether or not you are admitted into the School Social Work Concentration.

**All applicants to the School Social Work Concentration must take the Basic Skills test and submit a copy of the results to the College no later than April 15. Applicants whose basic skills test scores are not received by the College by April 15, prior to the beginning of the year for which they are seeking admission, will not be placed in the School Social Work Concentration.**

If you have taken the test previously, remember that results are valid for five years. You should consult the test registration information from the website listed below to determine if you will need to retake the test. If you do not have to retake the exam, we still must receive a copy of the results **directly from you. You are responsible for submitting to the College a copy of your official letter and scores** from the Illinois Certification Testing System (ICTS), Requesting that ICTS send a copy of your test scores to the College cannot replace you submitting a copy of the test scores to the College.

**Please Note:** The registration bulletin and study guide are available online at <http://www.icts.nesinc.com>. Contact the Illinois Certification Testing System at the above website address or by telephone at 1-800-239-8107.

### 3. Acceptance

Students will be notified of their acceptance into the School Social Work Concentration in their admission letter.

### 4. Application for School Social Work Concentration

Students will be notified of their acceptance into the School Social Work Concentration in their admission letter.

\_\_\_\_\_ I have read and understood the about three sections.

\_\_\_\_\_ I am applying for the School Social Work Concentration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## APPLICATION CERTIFICATION

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**For this application to be valid, please sign and date it.**

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete.

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Signature

Date

**Contact Information:**

Admissions and Financial Aid Office  
Jane Addams College of Social Work  
University of Illinois at Chicago  
1040 West Harrison Street (MC 309)  
Chicago, Illinois 60607  
312-996-3218  
jacswadm@uic.edu

Official Use Only (Please do not write below this line)

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# Reference Forms

## **Important Reminder**

Please forward a copy of the reference form to your referee, by hand, mail, or email. The referee should return the form to you and you should return it with the rest of your application.

**► Reference Form**

**Mission**

The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this, the college values and respects the full range of human diversity.

**To Be Completed by the Applicant** (Please Print):

Name of Applicant \_\_\_\_\_  
First Middle Last

Name of Referee \_\_\_\_\_

Relationship to the Applicant \_\_\_\_\_

 The applicant must complete and sign the following statement before submitting this form to the referee. This request is in compliance with Federal Law P.L. 93-380 (Family Education Rights and Privacy Act of 1974).

I waive my right of access to this letter of recommendation       I do not waive my right of access to this letter of recommendation

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Telephone Email

**Note: If this section is not completed, the applicant automatically waives his/her right of access.**

**To the Referee:**

Your candid assessment of the applicant named above will greatly assist the Admissions Committee. Your report will be used solely for the purpose of determining whether or not, in the committee's best judgment, the candidate should be admitted to the college. (The reference will be available for examination only if the applicant is admitted to the college and did not waive the right of access.)

After completing this form, please place it in an envelope, seal the envelope, and sign it across the seal. Return it to the applicant who will forward it, unopened, to the college, with the application materials. Thank you for your cooperation.

**To Be Completed by the Referee:**

1. Length of time and capacity in which you have known the applicant.
2. Your assessment
  - o Applicant's scholarship, personality, character, and professional promise.
  - o Applicant's strengths and weaknesses.
  - o Comparison of applicants to others you know who have attended the college or other graduate social work programs.

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**Summary Evaluation:**

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	Below Average (Poor)	Average	Good	Very Good	Outstanding	No Basis for Judgment
Intellectual potential						
Ability to work with others						
Emotional stability						
Responsibility						
Oral communication skills						
Written communication skills						
Ability to analyze a problem and formulate a solution						
Motivation for study in social work						
Concern with social issues						

- Referee's Recommendation:**     Recommend  
   Recommend with reservations (*Explain recommendation*)  
   Do Not Recommend (*Explain recommendation*)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

► **Reference Form**

**Mission**

The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this, the college values and respects the full range of human diversity.

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First Middle Last

Name of Referee \_\_\_\_\_

Relationship to the Applicant \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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  - o Applicant's scholarship, personality, character, and professional promise.
  - o Applicant's strengths and weaknesses.
  - o Comparison of applicants to others you know who have attended the college or other graduate social work programs.

Continued ►

**Summary Evaluation:**

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	Below Average (Poor)	Average	Good	Very Good	Outstanding	No Basis for Judgment
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Ability to work with others						
Emotional stability						
Responsibility						
Oral communication skills						
Written communication skills						
Ability to analyze a problem and formulate a solution						
Motivation for study in social work						
Concern with social issues						

**Referee's Recommendation:**

- Recommend
- Recommend with reservations (*Explain recommendation*)
- Do Not Recommend (*Explain recommendation*)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

► **Reference Form**

**Mission**


The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this, the college values and respects the full range of human diversity.

**To Be Completed by the Applicant** (Please Print):

Name of Applicant \_\_\_\_\_  
First Middle Last

Name of Referee \_\_\_\_\_

Relationship to the Applicant \_\_\_\_\_

 The applicant must complete and sign the following statement before submitting this form to the referee. This request is in compliance with Federal Law P.L. 93-380 (Family Education Rights and Privacy Act of 1974).

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Note: If this section is not completed, the applicant automatically waives his/her right of access.**

**To the Referee:**

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  - o Applicant's strengths and weaknesses.
  - o Comparison of applicants to others you know who have attended the college or other graduate social work programs.

Continued ►

**Summary Evaluation:**

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	<b>Below Average (Poor)</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Outstanding</b>	<b>No Basis for Judgment</b>
Intellectual potential						
Ability to work with others						
Emotional stability						
Responsibility						
Oral communication skills						
Written communication skills						
Ability to analyze a problem and formulate a solution						
Motivation for study in social work						
Concern with social issues						

**Referee's Recommendation:**

- Recommend
- Recommend with reservations (*Explain recommendation*)
- Do Not Recommend (*Explain recommendation*)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

# JACSW Financial Support Application

I wish to be considered for the financial support provided by the College.

I do not wish to be considered for any financial support provided by the College.

## Applicant

Name \_\_\_\_\_

UIN (For Continuing Students only) \_\_\_\_\_

E-Mail \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Evening Telephone \_\_\_\_\_

## Student Status In Fall 2009

Full-time 1st year

PM 1st year

Advanced Standing

Transfer (foundation year)

Full-time 2nd year

PM 2nd year

Transfer (concentration year)

PM 3rd year

## Things To Do

Following are several things related to financial assistance that the College wants you to do. Please place a check next to each statement to indicate that you understand what is being asked of you.

Read the financial assistance statement found in the application booklet.

Review the estimated costs for attending the College. Begin thinking about how you will fund those costs.

Submit your FAFSA between January 1 and March 1

Let the UIC Office of Financial Aid know if you receive any financial awards.

Inform the Office of Admissions and Financial Aid at the College if you receive any of the following:

- o Child and Family Concentration training award
- o Chicago Foundling Home Award
- o Field placement stipends
- o Illinois General Assembly Award
- o Knott Award
- o Assistantships





# Application Checklist

As an applicant you have responsibility to insure that the College receives all requested information in a timely manner. Please use this checklist to help ensure that your application is complete.

Number	Information Requested	Number Of Copies	Special Comments	Requested Material Submission (Yes, No, N/A)
<input type="checkbox"/> 1a	OAR Application Form	1 copy	Be sure all sections of the application form are completed and signed as necessary.	
<input type="checkbox"/> 1b	Jane Addams College Application Form	1 copy		
<input type="checkbox"/> 2	Application Fee		\$50 Domestic applications and \$60 International applications.	
<input type="checkbox"/> 3	Self-addressed, stamped envelope	1 envelope		
<input type="checkbox"/> 4	Official transcripts	2 copies of each, sealed and unopened	Be sure to submit transcripts for each post-secondary educational program attended.	
<input type="checkbox"/> 5	Three letters of references	Sealed and unopened	Be sure references are appropriate. Use official form.	
<input type="checkbox"/> 6	Personal statements	1 copy	Be sure to submit a separate statement for each set of questions, typed and double spaced, up to one page for each statement.	

Continued ►

# Application Checklist (continued)

Number	Information Requested	Number of Copies	Special Comments	Requested Material Submission (Yes, No, N/A)
<input type="checkbox"/> 7	Experience statement / Resume	2 copies	Be sure to use the requested categories.	
<input type="checkbox"/> 8	Illinois Basic Skills Test results  <b>(FOR SCHOOL SOCIAL WORK CONCENTRATION APPLICANTS ONLY)</b>	1 copy	You are responsible for submitting to the College a copy of your official letter and scores. The copy should be submitted with your application if possible. If that is not possible, the College must receive the copy by April 15.	
<input type="checkbox"/> 9a	TOEFL scores or waiver (International students only)	1 copy		
<input type="checkbox"/> 9b	Declaration of Finances (International students only)	1 copy	<b>This form should be received the College between March 1 and 15</b>	
<input type="checkbox"/> 9c	Foreign credential evaluation (International students only)	1 copy		
<input type="checkbox"/> 9d	CSWE evaluation (foreign BSW program graduates only)	1 copy		
<input type="checkbox"/> 10	JACSW Financial Support Application	1 copy		

# Application Tracking Form

Applicant: \_\_\_\_\_

Mailing Address (including city and zip code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Do Not Write Below This Line**

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#	Tasks	Dates	Comments
1	Application Received		
2	Initial JACSW Administrative Processing		
3	OAR Processing		
4	Post-OAR JACSW Administrative Processing		
5	JACSW Admission Decision Making		

# Application Reminders

**Please send all requested application materials to the Jane Addams College of Social Work and not to the UIC office of Admissions and Records.**

Requested materials can be sent to:

Jane Addams College of Social Work  
University of Illinois at Chicago  
1040 West Harrison Street (MC 309)  
Room 4355  
Chicago, Illinois 60607

If you have questions about the application, please telephone the College's Office of Admissions and Financial Aid at 312-996-3218.