



Master of Social Work Program
Instructions for MSW Application Process

Please read instructions carefully and make sure all procedures are followed. If you need additional information or clarification, please call 708.235.3997.

Application Deadline

Advanced Standing Program - March 1

Full MSW Program - March 15

Completed applications must be received by the deadlines indicated above. You are advised to begin the process early and follow-up with individuals/institutions who must submit supporting documentation. **Applications received after the deadlines will not be considered.**

Required Contents of the Application Packet described below will be distributed at all MSW Information Sessions

1. Preparing Your Application – Come to one of the MSW Information Sessions below:

October 10, 2013	Thursday	6:30-8pm	E-Lounge
November 15, 2013	Friday	6:30-8pm	Hall of Honors
December 12, 2013	Thursday	6:30-8pm	Hall of Honors
January 24, 2014	Friday	6:30-8pm	Hall of Honors
February 20, 2014	Thursday	6:30-8pm	Hall of Honors

2. Begin the application process by going to the Governors State University Admissions Website, www.govst.edu/admission, click on 'apply to GSU' and complete the Graduate Application on line and pay the required **\$50**. Graduate Application Fee.
3. **Your Transcripts: If you have already earned your Baccalaureate Degree**, request official copies of your transcripts of the post-secondary institution where you received your baccalaureate degree **and** transcripts from the schools (if not your baccalaureate granting institution) where you completed the prerequisite requirements for the MSW Program.

The transcripts must include final grades received through the term prior to the application deadline. It is not acceptable to use another institution's evaluation of previous credits. Updated official transcripts must be submitted for any course work completed subsequent to the application deadline.

MSW Applicants must have a minimum cumulative GPA of 2.50 on undergraduate course work. Those applying to the **Advanced Standing Degree Program** must have a minimum **GPA of 3.00 (on a 4.0 scale)** on all BSW course work.

PLEASE NOTE: Your GSU Graduate Application and Fee should be submitted immediately. The GSU Graduate Application and Fee begin your admission application file. We cannot begin to process your application until these materials are submitted. Following this submission, request and send your official transcripts.

All official Transcripts must be sent to:

**Governors State University
Admission Processing
1 University Parkway
University Park, IL 60484**

If you are a current GSU undergraduate student applying to the MSW Program, you **do not** have to submit Official Transcripts. Your Unofficial Transcripts will be considered by the MSW Admission Committee. Please note if you did not complete your prerequisite requirements at GSU and the official transcripts are not on file you must submitted the official transcripts from the schools where you completed the prerequisite requirements.

4. **TOEFL Scores:** Applicants whose native or primary language is not English must provide official evidence of having attained a minimum of 550 on the paper based or 213 on the computer-based Test of English as a Foreign Language (TOEFL). This is unrelated to residency status. It is your responsibility to have your scores submitted by the Educational Testing Service before the deadline. Our institutional code is 1263.

**The Following Materials must be completed and submitted to the
Department of Social Work Email address below:**

MSWadmissions@govst.edu

1. Go to the MSW website at <http://www.govst.edu/chhs/dsw/msw> and download the **MSW Application, the Prerequisite Evaluation Form and the MSW Reference Contact form** to your computer. These are fillable PDF files. You should begin to work on your MSW application now and **submit** both Forms (MSW Application and the Prerequisite Evaluation Form) **electronically, to MSWadmissions@govst.edu by the March 1, 2014 for Advanced Standing Program Applicants and by March 15, 2014 for MSW Full Program Applicants.**
2. **Letters of Recommendation:** You must complete and submit your **Reference Contact Form** no later than **January 15, 2014**. If we receive the reference contact information by the due date, your recommenders will have one month to complete and return their recommendations before the March deadline. The MSW Program will contact your references and provide direction on how to complete and submit the recommendations electronically. **All recommendation must be submitted by the Application Deadline.**

Final Checklist for items to be completed and Submitted:

- 1. Submit the following items online a) GSU Graduate Admission Application and b) Application \$50. Fee and c) TOEFL scores (if applicable)**
- 2. Have all Official Transcripts sent by mail to:**

**Governors State University
Admission Processing
1 University Parkway
University Park, IL 60484**

Submit Above items As Soon As Possible!

**The following application Items must be sent to the Department of Social Work electronically to:
MSWadmissions@govst.edu**

- 3. MSW Application- (fillable PDF)**
- 4. Prerequisite Evaluation Form (fillable PDF)**
- 5. MSW Reference Contact Form (fillable PDF)**

NOTE: The MSW Program has application procedures that differ from the normal admission process and it is important that you follow the admission procedures included in the program supplemental admission materials. These instructions supersede the general university application instructions

Thank you for your interest in the Governors State University

Master of Social Work Program!