



**Master of Social Work
Program Instructions for
Advanced Standing MSW
Program Application
Process**

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

**Advanced Standing Program
Application Deadline February 15, 2018**

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

The submission process for required Application documents are described below and will be presented at all MSW Information Sessions

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

- Thursday, **October 12, 2017**
 - Advanced Standing MSW Program
 - Time: 6:00pm-7:00pm
 - Location: Hall of Honors
- Friday, **November 10, 2017**
 - All Applicants Program
 - Time: 6:30pm-8:00pm
 - Location: Hall of Honors
- Thursday, **December 7, 2017**
 - Advanced Standing MSW Program
 - Time: 6:00pm-7:00pm
 - Location: Hall of Honors
- Friday, **January 26, 2018**
 - All Applicants Program
 - Time: 6:30pm-8:00pm
 - Location: Hall of Honors
- Thursday, **February 15, 2018**
 - All Applicants MSW Program
 - Time: 6:30pm-8:00pm
 - Location: Hall of Honors

2. Begin the application process by going to the Governors State University Admissions Website, <http://www.govst.edu/graduate/>.

- a. Complete the On-line Graduate Application 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. **Note:** You must request and submit transcripts from every school you have attended, even if your graduating institution shows the credits on your final transcript. Note: You must request and submit transcripts from every school you have attended, even if your graduating institution shows the credits on your final transcript.

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.

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. If you have earned less than a 'B' grade in any BSW course, the course will not be accepted. In such cases where you have been admitted to the Advanced Standing Program, the course must be repeated.

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 submit the official transcripts from the schools where you completed the prerequisite requirements.

All official Transcripts must be sent to:

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

2. **Submitting your Supplemental Items) (Deadline February 15, 2018)**
(Graduate Application, Item 4: Submit Supplemental Items, MSW Admission Application & Recommendation Requests)
- a) Go to the Supplemental Items section and complete the required documents to be considered for admission to the MSW Program for the Advanced Standing Program applicants. Click on the link to the Master of Social Work website "how to Apply" <http://www.govst.edu/chhs/msw/apply>. Download the fillable applications: *Advanced Standing Program Application Part I & Advanced Standing Program Application Part II*.
- b) Once you have downloaded the appropriate Fillable Application (Advanced Standing MSW Program) follow the steps below:
1. Save the Applications to your computer
 2. Complete both Applications
 3. Upload each application (Part I & Part II) to your On-line Graduate Application under Supplemental Items.
 4. Once you have uploaded Part I & Part II the Admission Status will indicate received. In the

event you want to make changes in your application prior to the application deadline (February 15th) you can remove the application, make corrections and upload the corrected applications

- c) **Request recommendations from your references.** The MSW Program requires three recommendations .You must send the request to your chosen references and you can follow-up with your recommenders to insure that your references have been sent no later than the **February 15th Deadline.**
1. Ask your reference before you request a recommendation.
 2. In your note to your reference indicate the deadline
 3. Please track the status of your request to insure that the recommendations are submitted by the deadline.
 4. Once your recommendations are submitted, the status of your recommendation requests will indicate completed and date received.

Please Note: All required admission application documents must be submitted by **February 15, 2018.**

Thank you for your interest in the Master of Social Work

Program at Governors State University!