



**Master of Social Work Program
Instructions for Full 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.

**Full MSW Program Application
Deadline March 1, 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 submitted after the deadlines will not be considered.**

Required documents of the Application are described below will be presented at all MSW Information Sessions

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

- Thursday, **October 12, 2017**
 - Full MSW Program
 - Time: 7:00pm-8:30pm
 - Location: Hall of Honors

- Friday, **November 10, 2017**
 - All Applicants Program
 - Time: 6:30pm-8:00pm
 - Location: Hall of Honors

- Thursday, **December 7, 2017**
 - Full MSW Program
 - Time: 7:00pm-8:30pm
 - Location: Hall of Honors

- Thursday, **January 26, 2018**
 - Full MSW Program
 - Time: 7:00pm-8:30pm
 - Location: Hall of Honors

- Thursday, **February 15, 2018**
 - Full MSW Program
 - Time: 7:00pm-8:30pm
 - 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 on line and pay the required **\$50**. Graduate Application Fee.
- b) Submit official transcripts from ALL previously attended colleges and/or universities. **Your**

Transcripts: If you 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.

Full Program MSW Applicants must have a minimum cumulative **GPA of 2.50** in undergraduate course work. **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 Admissions 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**

3. Submitting your Supplemental Items) (Deadline March 1, 2018)

(Graduate Application, Item 4: Submit Supplemental Items, MSW Admission Application & Recommendation Requests)

- a) Go to the Supplemental Items required to be considered for admission to the MSW Program consisting of the following documents for the Full 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: *Full MSW Program Application Part I & Full MSW Program Application Part II.*
- b) Once you have downloaded the appropriate Fillable Application (Full 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 (March 1st) you can remove the application make corrections and upload the corrected applications
- c) **Request recommendations from your references.** 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 **March 1st Deadline**. The MSW Program requires three recommendations.
 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 recommendations are submitted by the deadline.
 4. Once your recommendations are submitted, the status of your recommendation requests will indicate completed and the date received.

Please Note: All required admission application documents must be submitted by **March 1, 2018.**

Thank you for your interest in the Master of Social Work

Program at Governors State University!

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