



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 email mswadmissions@govst.edu or call 708.235.3997.

MSW 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 9, 2014	Thursday	6:30-8pm	D34190
November 14, 2014	Friday	6:30-8pm	Hall of Honors
December 11, 2014	Thursday	6:30-8pm	Hall of Honors
January 23, 2015	Friday	6:30-8pm	TBA
February 19, 2015	Thursday	7:30-9pm	TBA

2. Begin the application process by going to the Governors State University Admissions Website, www.govst.edu/admission ; click on Apply Online and scroll down to Master's and click on Apply here and follow the steps outline on the page. 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.

Full Program 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 which consists of two parts, Part I and Part II;** the **MSW Reference Contact Form** and the **Prerequisite Evaluation Form**. Save these documents to your computer desktop. Complete and submit the forms by the submission dates indicated below. All of the required MSW Application Forms are fillable PDF files and **must** be submitted in Fillable form. **No other submission format will be accepted**. There are two submission dates for your MSW Application materials as outlined below:
- a. You must complete the three Forms below and submit them by **January 15, 2015** via emailed to MSWadmissions@govst.edu
 - i. MSW Application Part I
 - ii. Reference Contact Form
 - iii. Prerequisite Evaluation Form
 - b. For **Advanced Standing Program Applicants** the forms below are due to MSWadmissions@govst.edu on or before **February 15, 2015**.
 - i. MSW Application Part II

- ii. Three completed Reference Evaluation Forms must be submitted by your References on or before February 15, 2015.
 - iii. A complete file consisting of all the documents list in the Final Checklist below must be submitted by the Advanced Standing Applicants' **deadline, March 1, 2015.**
- c. For **Full MSW Program Applicants** the forms below are due to MSWadmissions@govst.edu on or before **February 15, 2015.**
- i. MSW Application Part II
 - ii. Completed Reference Evaluation Forms must be submitted by your recommender on or before February 15, 2015.
 - iii. A complete file consisting of all the documents list in the Final Checklist below must be submitted by the Full MSW Program Applicants' **deadline, March 15, 2015.**

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- Part I (fillable PDF)** (due January 15, 2015)
4. **Prerequisite Evaluation Form (fillable PDF)** (due January 15, 2015)
5. **MSW Reference Contact Form (fillable PDF)** (due January 15, 2015)
6. **MSW Application- Part II (fillable PDF)** (due February 15, 2015)
7. **Three Reference Evaluation Forms** (submitted by your references on or before February 15, 2015)

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 Master of Social Work Program

At Governors State University!