



## MSW Program Application/Admission Requirements:

Items 1 and 2 are processed by the UTA Office of Admissions, Records and Registration and should be sent to the following address:

*Office of Admissions, Records and Registration*

*Box 19167 –701 S. Nedderman*

*Arlington, Texas 76019*

*(817) 272-6287*

[records@uta.edu](mailto:records@uta.edu)

**1. Applications for Admissions are accepted only online**  
at: [www.applytexas.org](http://www.applytexas.org) with \$75 Application Fee\*\*\*

**\*Submission of the 200 word essay entitled General Academic Plans is not required for MSW applicants.**

\*\*If you have never earned a degree from a U.S. institution, then a \$90 fee for international applicants and TOEFL scores are required.

\*\*\***The Office of Graduate Studies will not process your application if the fee is not paid.**

**2. All Official Transcripts:** Please submit all official transcripts from any university/college ever attended to the UTA Office of Admissions, Records and Registration. You can have the university/college attended send the transcript or deliver it yourself. For more information, go to <http://www.uta.edu/admissions/contact/>. You are welcome to email that office at

[www.uta.edu/admissions/ask](http://www.uta.edu/admissions/ask)

**Do not send transcripts to the School of Social Work!**

### **Advanced Standing Admissions Criteria for BSW students and recent BSW graduates**

An applicant who has earned an undergraduate degree in social work from a CSWE-accredited BSW program within six years of their planned start date of MSW study and whose GPA is 3.0 or greater in the approximately last 60 hours of university-level credits, will be considered for Advanced Standing into the graduate program. Advanced Standing applicants, who meet the 3.0 GPA requirement, only need to complete items 1 and 2 above for quick admissions.

### **Non-BSW Graduate Traditional Admissions Criteria (for current non-BSW students and non-BSW graduates)**

An applicant who has earned an undergraduate degree in a discipline other than social work from an accredited institution and whose GPA is 3.0 or greater in the approximately last 60 hours of university-level credits, will be considered for Non-BSW graduate traditional admission into the MSW program. Non-BSW graduate applicants, who meet the 3.0 GPA requirement, only need to complete items 1 and 2 above for quick admissions.

***First Steps: All applicants must submit their application and complete items 1 and 2, for proper determination. If you do not qualify or you believe you do not qualify for Advanced Standing or Non-BSW Graduate Traditional, not only must you complete items 1 and 2 above, you must complete items 3, 4 and 5 below to be considered for General Admissions.***

***3. Take the GRE test and send the official copy of your score from ETS to UTA Graduate Admissions Office. UTA's institution code is 6013. If you have already taken the GRE, you can request ETS to send a report by calling ETS at 1-888-GRE-SCORE or go to [www.ets.org/gre](http://www.ets.org/gre), for more information. Your GRE score cannot be older than five years.***

***Items 4 and 5 must be submitted directly to the School of Social Work at the address listed below:***

***UT Arlington School of Social Work***

***Admissions Office***

***Box 19129- 211 S. Cooper St***

***Arlington, TX 76019***

***Or Email: [swadmissions@uta.edu](mailto:swadmissions@uta.edu)***

**4. Three Recommendations:**

Must have three completed recommendation forms sent to the UTA School of Social Work Admissions Office. Forms can be downloaded online at: [http://grad.uta.edu/resources/pdf/Request\\_Recommendation.pdf](http://grad.uta.edu/resources/pdf/Request_Recommendation.pdf) \*If you graduated within the last two years, two of your recommendations must be from academic instructors/professors.

**5. Narrative: Orientation to Social Work/Social Welfare:**

This narrative MUST be 2-3 pages in length. Directions for this writing sample are outlined on page 3.



**General Admissions Criteria**

1. A bachelor's degree from an accredited college or university.
2. Undergraduate GPA must be equal to or greater than 3.0 in the last approximately 60 university-level undergraduate credit hours as calculated by the UTA Graduate Admissions Office. If GPA is less than 3.0 and greater than 2.7 in the last 60 hours, then the applicant must take the GRE test and submit their score. The selection committee will use the test results to help determine evidence and ability to do graduate work.
3. Three recommendation letters indicating professional or academic promise. See item 5 on page one.
4. Written Narrative. See item 3 on page one or go to page 3.
5. Regardless of admission category (i.e., Advanced Standing, Non-BSW Traditional or General), all applications will be reviewed for personal qualifications essential to the successful practice of social work including leadership ability, personal maturity, motivation for a human service profession and experience in social work by the selection committee. In some cases, a personal interview may be required.
6. An applicant whose native language is not English and has not earned a degree from a US academic institution must submit TOEFL (Test of English as a Foreign Language) scores. Scores no older than two years.

**Advanced Standing Admissions Criteria (for current BSW students and recent BSW graduates)**

An applicant who has earned an undergraduate degree in social work from a CSWE-accredited BSW program within six years of their planned start of MSW study and whose GPA is 3.0 or greater in the approximately last 60 hours of undergraduate university-level credits will be considered for Advanced Standing admission into the graduate program. Advanced Standing is not granted to applicants admitted on probation.

Advanced Standing applicants, once admitted, may receive graduate coursework credit hour waivers for some undergraduate social work courses, which are considered equivalent to our first and second semesters of the MSW graduate courses (foundation year). The applicant must have received a B or better in the equivalent undergraduate course(s).

Once admitted to our program, Advanced Standing candidates are required to complete a minimum of 38 hours in the graduate program (Advanced Year). Advanced Standing candidates can apply and start their matriculation in the fall, spring or summer semesters. Advanced Standing applicants who meet the 3.0 GPA requirement are only required to complete the online application, pay fee and submit all official transcripts (quick admissions). Current or previously enrolled UTA students do not need to request their UTA transcript be forwarded. See page one, items 1 and 2.

**Non-BSW Graduate Traditional Admissions Criteria (for current non-BSW and non-BSW graduates)**

An applicant who has earned an undergraduate degree in a discipline other than social work from an accredited institution and whose GPA is 3.0 or greater in the approximately last 60 hours of undergraduate university-level credits will be considered for Non-BSW graduate traditional admission into the MSW program.

Non-BSW graduate applicants who meet the 3.0 GPA requirement are only required to complete the online application, pay the fee and submit all official transcripts (quick admissions). Current or previously enrolled UTA students do not need to request their UTA transcript be forwarded. See page one, items 1 and 2.

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\*\*\* Regardless of admission category (i.e., Advanced Standing, Non-BSW Traditional and/or Quick Admissions), all applications will be reviewed by the selection committee for personal qualifications essential to the successful practice of social work, including leadership ability, personal maturity, motivation for a human service profession and the applicant's experience in social work and social work related fields. In some cases, a personal interview may be required. Applicants who completed another master's degree or professional degree (such as a J.D., L.L.M., Ph.D., etc.), can have that included in the admissions decision, but still need to complete the above steps as required for their situation.



### **I. Writing Sample (Narrative): Orientation to Social Work/Social Welfare**

Please submit a 2-3 double-spaced page narrative essay that responds to the following prompt: Social work practice is often classified as either micro or macro. Explain what is meant by micro practice and macro practice, and why addressing both micro and macro issues are essential to effective social work practice. Use three outside sources to support your statement and include complete citations for each. The narrative is not required for applicants who meet our Advanced Standing and Non-BSW Graduate quick admissions criteria.

**II. What to do when you receive the UTA Admittance e-mail letter?** When you receive the UTA Graduate Studies Admittance offer letter/e-mail from UTA Graduate Admissions office, you must create/login [MyMav](#) and indicate you accept or decline the offer.

### **III. Matriculation Plans**

Our Advanced Standing program is for BSW graduates who meet the Advanced Standing Admissions criteria. Most Advanced Standing students complete the program in approximately one year as a full-time student. Advanced Standing students are only required to complete the MSW Advanced Year (38 credit hours - includes one field placement and three electives). In addition, we accommodate part-time advanced standing students, but strongly encourage they matriculate as full-time students. Part-time students are required to take a minimum of two (2) courses or six (6) semester hours each semester.

Our Traditional program for non-BSW graduates and BSW graduates who do not meet the Advanced Standing criteria is designed as a two-year program of full-time study. Traditional admitted students must complete the first year – the Foundation Year (26 credit hours – includes first field internship placement) and then they will complete the second year – the Advanced Year (35 credit hours – includes second field internship placement and two electives). In addition, we accommodate part-time traditional students who are required to take a minimum of two (2) courses or six (6) semester hours each semester and complete the program in six (6) years or less.

In order to complete the degree requirements for both class and field internship placement, students must have some flexibility in scheduling classes. [See Matriculation Plans below:](#)

- A. **Regular MSW Program** – This is regular matriculation where you register for face-to-face and online classes convenient for you and as offered by the program. MSW students are required to be enrolled in a minimum of two courses or six credit hours per semester. Online classes are available, but online cohort students have first priority.
- You have Two Choices for Professional Concentrations (Start in your Advanced Year):
    1. Choose Direct Practice (Micro-Social Work) and select one of four advanced specialties: 1) Children and Families, 2) Health, 3) Mental Health and Substance Abuse, or 4) Aging (Aging is only online as an accelerated cohort).
- OR**
2. Choose Community and Administrative Practice (Macro-Social Work).
- B. **Accelerated Full-Time Fully Online Cohorts** – Begin in your Advanced Year and start in fall and spring semesters as a Direct Practice Professional Concentration (Micro-Social Work) and select one of three advanced specialties: 1) Children and Families, 2) Aging or 3) Mental Health and Substance Abuse. Classes are 8-weeks and you finish in 12 months. Fully online is currently only for Texas residents residing in Texas.



### III. Matriculation Plans Continued

- C. **Non-Accelerated Full-Time Fully Online Cohorts** – For those starting in the Advanced Year, Non-Accelerated online cohorts begin only in the fall semester. For those starting in the Foundation year (Traditional students), Non-Accelerated online cohorts start in the fall and spring semesters. Non-Accelerated online cohort students will select the Direct Practice Professional Concentration (Micro-Social Work) and have two advanced specialty choices: 1) Children and Families or 2) Mental Health and Substance Abuse. Classes are 16-weeks and if you start as an Advanced Standing student you finish in 16 months and as a Traditional student in 26 months. Fully online is currently only for Texas residents residing in Texas.
- D. **Hybrid Full-Time Cohorts** – Begin in your Advanced Year and only in fall semesters. Hybrid cohorts are designed for students who want to be in a cohort and take some classes online and some face-to-face. Please keep in mind, when you are in a cohort, classes and class meeting times/modes are selected for you. In Hybrid cohorts, students can choose the Macro-Practice Community and Administrative Practice Professional Concentration or the Micro-Practice Professional Concentration with three advanced specialty choices: 1) Health, 2) Children and Families or 3) Mental Health and Substance Abuse. Classes are 16-weeks and if you start in your Advanced Year (Advanced Standing students), you finish in 12 months; all others (Traditional students) must finish their Foundation Year and then join the hybrid cohort in their Advanced Year in the fall.
- E. **Part-Time Fully Online Cohorts** – Start only in fall semesters for both Advanced Standing and Traditional students. For those starting in your Advanced Year, classes are 16 weeks and you complete the program in 24 months. For Traditional students starting in your Foundation Year, classes are 16 weeks and you complete the program in 36 months. Part-Time Fully Online cohort students will select the Direct Practice Professional Concentration (Micro-Social Work) and have two advanced specialty choices: 1) Children and Families or 2) Mental Health and Substance Abuse.
- F. **UTA Fort Worth MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty – Children and Families with an Administrative Practice Certificate. Advanced Standing students start only in summer and Traditional students start in fall semesters only.
- G. **Lubbock Christian University Location MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty – Children and Families.
- H. **Angelo State University Location MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty – Mental Health and Substance Abuse.
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#### **Contacting School of Social Work Admissions Office:**

After reading the admissions information in this packet and on our website and you still have questions, please contact the School of Social Work's Admissions Office by e-mail at [sswadmissions@uta.edu](mailto:sswadmissions@uta.edu) or by phone during regular business hours at 817-272-1044, 9488 or 1475.

If you would like to visit the School of Social Work, attend an MSW admissions information session or meet with a SSW admissions counselor, please go to our website to register or contact the SSW Admissions Office. [www.uta.edu/ssw](http://www.uta.edu/ssw)