**MSW Program Application/Admission Requirements:**

Items 1 and 2 are processed by the UT Arlington 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

1. Applications for Admissions are accepted only online at: [www.applytexas.org](http://www.applytexas.org) with $40 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 $70 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/](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 graduate study and whose GPA is 3.0 or greater in the last 60 hours of undergraduate work, 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 Standing 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 last 60 hours of undergraduate work, will be considered for Non-BSW admission into the MSW program. Non-BSW Standing applicants, who meet the 3.0 GPA requirement, only need to complete items 1 and 2 above for quick admissions.

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

3. Take the GRE test and send an 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.

   **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**

4. Three Recommendations:

   Three recommendation forms are included in the MSW Program Packet. Additional 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.
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 60 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 of undergraduate coursework, 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 satisfactory 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.
5. Regardless of admission category (i.e., Advanced Standing, Non-BSW 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.

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 graduate study and whose GPA is 3.0 or greater in the last 60 hours of undergraduate work 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 graduate courses. 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 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 and submit all official transcripts. Current or previously enrolled UT Arlington students do not need to request their UT Arlington transcript be forwarded. See page one, items 1 and 2.

Non-BSW Standing 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 last 60 hours of undergraduate work will be considered for Non-BSW Standing admission into the MSW program.

Non-BSW Standing applicants who meet the 3.0 GPA requirement are only required to complete the online application and submit all official transcripts. Current or previously enrolled UT Arlington students do not need to request their UT Arlington transcript be forwarded. See page one, items 1 and 2.

*** Regardless of admission category (i.e., Advanced Standing, Non-BSW or General), 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.
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 Standing criteria (quick admissions).

II. What to do when you receive the UTA Admittance Letter and the School of Social Work’s Admittance Letter?*

A. When you receive the UTA Graduate Studies Admittance offer letter/e-mail from UTA Graduate Admissions office, you must go online and indicate you accept the offer.

B. The School of Social Work will send you a separate e-mail with a link to our matriculation plans, and at this point you must go online to select your MSW Social Work matriculation plan (program) and specialization. You will also receive a welcome letter from the Dean. Applicants applying to the Fort Worth, Dallas, LCU, ASU or online cohort please select the corresponding program and specialization in the matriculation survey link (see below for more information).

*After you receive items A and B above, you will not be able to move forward in the process for orientation, advising and registration with the School of Social Work until you complete these two items. You must formally accept the UTA Graduate Admissions offer (follow online link in e-mail/letter and accept) and you must select your MSW program and specialization by following the link in the e-mail, as stated in item B above. We recognize you may later ask to change your matriculation plan/program and specialization prior to starting classes, but this is a planning tool for the school and it helps us provide you with the proper information for courses and degree plans.

III. Matriculation Plans**

Our traditional program is designed as a two-year program of full-time study. We do, however, accommodate part-time 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. It’s possible for an Advanced Standing candidate to complete the program in one year as a full-time student. In order to complete the degree requirements for both class and field instruction, students must have some flexibility in scheduling classes.

When you receive the UTA Admissions offer letter/e-mail and you accept, then you will receive a School of Social Work e-mail requesting you select one of the matriculation plans below and indicate full-time or part-time study:

A. Traditional MSW Program – Two Choices for Professional Concentrations (Arlington Campus/traditional in classroom students may take some online classes when available, but fully online cohort students have priority):
   1. Choose Direct Practice (Micro-Social Work) and select one of the four advanced specialties: Aging; Children and Family; Health; or Mental Health and Substance Abuse.
   2. Choose Community and Administrative Practice (Macro-Social Work).

B. Fully Online MSW Cohort Program – Can only start in fall semesters with One Choice for Professional Concentration – Direct Practice (Micro-Social Work) and select one of two advanced specialties: Children and Family or Mental Health and Substance Abuse. Fully online is only for Texas residents residing in Texas.
III. Matriculation Plans Continued**

C. **UTA Fort Worth Center Location MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty – Children and Family with an Administrative Certification.

D. **Dallas Location (UT Southwestern Medical Center Campus) MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty - Mental Health and Substance Abuse. Co-located with the School of Social Work’s Center for Addiction and Recovery Studies.

E. **Lubbock Christian University Location MSW Cohort Program** – One Choice for Professional Concentration – Direct Practice (Micro-Social Work) with advanced specialty – Children and Family.

F. **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.

**Applicants applying for the MSW fully online cohort program can only start in the fall semesters. Traditional classroom Advanced Standing applicants can apply for and start the MSW program in the fall, spring or summer. All other applicants will start in the fall or spring semesters only (e.g., Non-BSW Standing and General Admissions).

**REMINDER:** If you are offered admission, you must accept the UTA Graduate Admissions admittance letter/e-mail offer and select one of the matriculation plans, through the link in the e-mail the SSW Admissions Office will send you, before we can transfer your file to the MSW Program Director to start the orientation, advising and registering for class process. Selecting a matriculation plan helps us in the planning process. However, after selecting a matriculation plan, you later want to change it, you can consult with an advisor and the MSW Program Director in the orientation, advising and registering phase.

**Contacting School of Social Work Admissions Office:** Please carefully review the admissions requirements in this packet and MSW Admissions information and FAQs on our website [first](#), before contacting the SSW admissions office. More than likely, the answer to your question is in this packet or on our website at [www.uta.edu/ssw/admissions](http://www.uta.edu/ssw/admissions).

After reviewing all the information in this packet, on our website and reading the MSW Admissions FAQs, you still have questions, you can reach the School of Social Work’s Admissions Office by e-mail at sswadmissions@uta.edu or by phone during regular business hours at 817-272-1044 or 9488. If you would like to visit the School of Social Work, please contact the admissions office.