

APPLYYOURSELF APPLICATION AND INSTRUCTIONS

Welcome to the ApplyYourself College of Social Work application and instructions! Be sure to review the [MSW Admission & Application Requirements](#) thoroughly prior to application, along with these instructions and the directions in the ApplyYourself (AY) application. **The link to the application can be found at the bottom of this page.**

This instruction manual includes information specific to the MSW application, as well as clarification and valuable tips not found in the actual AY application. Failure to follow instructions will have a negative effect on your application. **Please do not disregard these directions** and have them available as you fill out the application. This will facilitate the process for you and answer many frequently asked questions the MSW office gets.

The AY application contains both the University of Utah Office of Admissions and MSW Program application sections. You do not need to apply to the University of Utah Graduate School separately. The GRE is not required for MSW. You can only apply to one MSW program option each year. Save a PDF of your application prior to submission for future reference. Submitted and unsubmitted applications are archived approximately every 2-3 years and will no longer be accessible.

Make sure to keep the email account used to create your application active, and check for time-sensitive messages regularly. All MSW department and Office of Admissions communications, including the admissions decision, will be sent to the primary email account in your application. If you change email or mailing addresses after submission during the application period, you must update your profile in the application, and also send notification to Inka.Johnson@socwk.utah.edu.

The MSW office cannot provide technical support for AY application issues. Please use the AY Hobson's Technical Support link given in the application to access the help topics and, if necessary, submit a trouble ticket (see last page below).

Previous applicants

1. **Submitted AY applications:** If you previously submitted an AY application to MSW or another program, you must create a new application **using a different email address**. You may be able to access your old application and make changes, but will not be able to resubmit it. Check this email address regularly!

2. **Unsubmitted (in-progress) AY applications:** Do not resume working in the application until after August 1 to ensure all internal yearly updates are reflected. In-progress AY applications will update to the current year content automatically, but you will need to review all sections and prior entries carefully, and make any necessary changes.

Please note that unsubmitted applications will be kept active for at least 1 year following your last date of access. Your account and password will remain valid, but your entries may be removed.

Joint (dual) degree applicants

Students who wish to complete a [joint \(dual\) degree program](#) must submit separate applications to **both programs**, and fulfill each program's application requirements. Joint degree applicants will need to use different email addresses for each department's AY application. Keep both email accounts active and check both for messages regularly.

Students must be accepted by each program separately in order to begin a joint degree program. Admission/acceptance into one program does not guarantee admission/acceptance into the other. Upon application and acceptance to both programs, the student must alert each program of his/her academic degree-seeking status so each program can track the student's progress, using the correct Program of Study.

If you are applying to a joint degree program, please notify Inka Johnson at Inka.Johnson@socwk.utah.edu after your MSW ApplyYourself application has been submitted. Please include your name and the joint degree program you intend to pursue.

Use this link to access the application:

[ApplyYourself Application - University of Utah Graduate Admissions](#)

NOTE: If the screenshots in these instructions differ from what you see in your actual ApplyYourself account, an application update has occurred that is not yet reflected in the instructions.

i For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome to the graduate application for the University of Utah. This application is part of the ApplyYourself Application Network and is designed to make the application process as easy and convenient as possible for you.

This application is for most Master's or Doctoral degree programs. If you wish to apply for a law degree, attend non-matriculated, or receive a graduate certificate only, please see the [department's website](#) for details.

Below are the simple steps you can follow to ensure your application is received in complete condition:

1. Create an Account

To get started on your application, create an account to the right. You will receive a PIN and Password. Please keep this PIN and Password in a safe place. You will need both items to access your account.

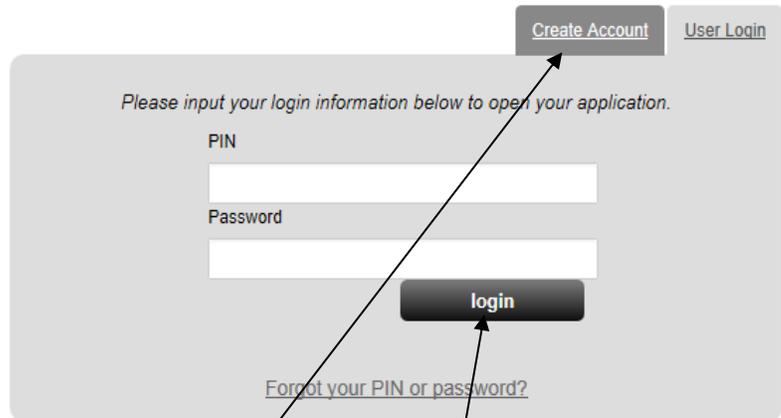
Your information is transmitted through a secure server and is kept confidential. Only after you submit your application will it be available for review by University of Utah graduate department and the Office of Admissions staff.

2. Complete the Application

Please carefully read the instructions that appear throughout the application pages. You can only submit one application to each graduate department. A separate graduate admission application must be filled out for each academic department to which you are applying. You will be charged the application fee for each application you submit.

University Office of Admissions term deadlines are:

| | |
|-----------------|------------|
| Fall Semester | April 1 |
| Spring Semester | November 1 |
| Summer Semester | March 15 |



Begin here

1. Create an account
2. Log into your application.

You can save your work in the application and return to it later when you log in again.

Keep the AY application link and PIN handy for future use.

NOTE:

These deadlines are general University of Utah Office of Admissions deadlines and **DO NOT apply to the MSW program!** MSW does not offer spring semester start.

MSW Application Deadlines:

Adv. Standing MSW deadline:
Priority September 30 (11:59 pm MST)
Final November 1 (11:59 pm MST)

**(for following summer semester/
 May start)**

Decision notification:

No later than January 15

DCFS Employee MSW deadline:

January 15 (11:59 pm MST)

**(for same year fall semester/
 August start)**

Decision notification:

No later than May 30

2-year and all Part-Time MSW deadline:

Priority November 1 (11:59 pm)

Final December 15 (11:59 pm)

**(for following fall semester/
 August start)**

Decision notification:

No later than May 30

**Late applications are not accepted for
 any MSW program options.**

Getting Started

Check here regularly for messages from ApplyYourself and the MSW Program.

Technical Support

THE UNIVERSITY OF UTAH®

↑ Application for Admission

Basic Information - All Applicants

Application Type

Program Information

Personal Data

Contact Information

Permanent Address

Optional Biographical Information

Educational History

Residency

International

Additional Information

Welcome, Inka! Your application is in progress.

Thank you for your interest in the University of Utah.

- This application can be completed online and submitted electronically once you have answered all required questions. You do not have to complete the online application in one sitting – you may access your application and change your answers as many times as you like with your PIN and password from any computer with internet access.
- To navigate through the system, please use the navigational links located on the left of your screen.
- Once you have completed the application forms to your satisfaction, you should submit your application by clicking the “Submit Application” button. This will take you through the steps to electronically submit your application to our office.
- Please note that you can submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system.

Nondiscrimination: The University of Utah complies with all state and federal nondiscrimination and equal opportunity law. University of Utah admission policies apply to all prospective students without regard to race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression and status as a Protected Veteran. The following University employee has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Manager, Office of Equal Opportunity & Affirmative Action, 201 So. Presidents Circle, Rm 135, Salt Lake City, UT 84112, (801)581-8365 (voice/tty), or online at www.oeo.utah.edu.

[Click here to start your application.](#)

★ START APPLICATION

APPLICATION INSTRUCTIONS

Click here to access the application.

Be sure to read the general application instructions!

TIP: To access specific application sections, click on the desired section link on the left. This way, you can navigate around required uploads until you have the materials ready.

Do these things first:

- 1. Have official (student copy) transcripts sent to you early:** Uploads of actual transcript copies from all institutions from which you have taken courses are required (incl. U of U), even if credits were transferred and show on another transcript. These transcripts must be issued by a Registrar’s office (**no unofficial online transcripts, DARS or other student progress reports**).

Transcripts must be sent to and uploaded by you and should not be sent to U of U Office of Admissions or the MSW department. We cannot upload transcripts for you.

Official transcripts do not need to be sent to the university at time of application – only to you for upload.

- 2. Complete the Recommendations section** early to allow recommenders maximum time to submit their recommendations by or very shortly after the application deadline.
4 submitted recommendations (not letters) are required for application to the MSW Program.
Enter recommenders in order of importance to your application – most valuable recommender first, etc.
Advanced Standing applicants: also see gray box on p. 9

Read the U of U Office of Admissions Instructions carefully (same as light blue button above). Remember, the general U of U application deadlines listed do NOT apply to MSW.

Application for Admission

Basic Information - All Applicants

Application Type

Program Information

Personal Data

Contact Information

Permanent Address

Optional Biographical Information

Educational History

Residency

International

Additional Information

Voluntary Consent

GRE GMAT Scores

Additional Test Scores

Social Work MSW

Post Submission

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

Program Information Save Save & Continue

Questions marked with an (*) asterisk are required and must be answered. Additional questions may be required based on your responses.

Program of Interest

All applicants must meet minimum requirements set by the [Graduate School of the University of Utah](#). Also, each academic department or program defines the specific details, deadlines, and additional requirements of its application process. Determination of an applicant's admission to a degree program, or admit term, is based on a recommendation by the academic department/program.

[Find your department's deadlines, requirements, and application process.](#)

Campus

Salt Lake City Campus

Intended graduate program and degree: *

Social Work MSW

For anyone applying to a joint program, you will need to submit a separate application in ApplyYourself for each program to which you are applying. If you are applying for a joint master's degree with the David Eccles School of Business, you must also fill out an application through them. Please visit their website at <http://www.business.utah.edu> to access the application.

Will you be applying for a joint/dual degree program? Yes No

If yes, list the joint/dual degree program.

MSW/JD

Emphasis Area

You may select up to three in order of preference, if applicable.

- MSW Advanced Standing Program (45 credit hours-1 year/BSW graduates only) Admit for summer only
- MSW Advanced Standing Program/St. George (45 credit hours - 1 year/BSW graduates only)
- MSW Program (60 credit hours-2 years) Admit for fall only
- MSW/JD joint degree-Admit for fall only
- Part-Time MSW Program (60 credit hours - 4 years) Admit for fall only

Please select your area of interest:

Application Term and Year

Please select the semester you plan to begin your graduate program. *

For any Advanced Standing program, select Summer semester.
For all other MSW program options, select Fall semester.

Select "Social Work MSW". If you accidentally select the wrong program (i.e. Sociology), you will fill out the wrong application and forms. MSW cannot access or view applications to other programs. We will not know that you applied. Make your program and correct semester selection. Current year program options update by Aug. 1

This is **NOT** applicable. MSW applicants may only apply to one MSW program option per year. For example, you cannot apply to both the Salt Lake City and St. George programs, or the 2-year and Part-Time MSW programs in the same year.

Proceed through the next several pages:

- Personal Data
- Contact Information
- Permanent Address
- Optional Biographical Information, etc.

Educational History

Dates of attendance: For non-consecutive attendance at an institution, list the earliest and last date. Example - Aug. 2007-May 2008 and Aug. 2011-May 2016: list Aug. 2007-May 2016. Your transcripts will show us the actual semesters attended. If not graduated yet, list anticipated date of graduation.

GPA self-reported: This section is mainly for your reference. Cumulative GPA is the weighted overall GPA from all colleges and universities you took courses from. Use semester or institution totals for GPA and GPA hours, not individual course grades. See www.ehow.com or reference [U of U How to Calculate your GPA](#).

*For the calculation, you must use GPA hours, not units passed or attempted.

*Do not include transfer credits twice – only count them for the institution where you took these classes. *Do not include pass/fail or repeated courses.

Applicants with a cumulative GPA below 3.0 must also provide the last 60 hours GPA. For a full-time student, this usually means approx. the last two years of studies. **If you attended more than one institution, please allow for differences in your and the official Office of Admission's calculation: If your cumulative GPA calculation comes to 3.2 or below, also calculate the last 60 hours.** When counting back to the last 60 credits, do not break semesters: If 60 credits takes you to the middle of a semester, include the entire semester in your calculation. You can include more, but not less than 60 credits. Do not include more credits than necessary.

You can use the same GPA calculation method for the last 60 hours as for the cumulative GPA. Instead of using each institution's GPA and credit hours, use the semester GPA and credit hours.

Important:

Read the *Institution Code Look Up* instructions on the next page before proceeding! Then click here.

College code, city, state and country fields will auto-fill when you select the institution code.

Order copies of official (**actual**) student copy transcripts to be sent to you from each of your institutions' Registrar's offices. Order U of U transcripts here.

List all institutions where you took courses, incl. study abroad, concurrent enrollment, correspondence courses, etc.

Start with your most recent school attended, then the one before, etc. Don't list your first school as #1 unless it is the only one you attended!

GPA calculation:

Use the total cumulative graded or GPA credit hours shown on the transcript for this institution only.

Do not use your major GPA, and do not include transfer credits from other institutions.

If you graduated from this institution, select *Graduate*. If your degree is in process or you did not graduate from this institution, select *In Good Standing*, unless one of the other selections applies.

Educational History

Questions marked with an (*) asterisk are required and must be answered. Add based on your responses.

Undergraduate Major

Undergraduate Major: *

GPA Self Reported

Your undergraduate GPA will be verified as part of your Graduate School Application. Information below. The Graduate School requires an undergraduate GPA of 3.00 or higher. If your undergraduate GPA is less than 3.00, we will calculate a GPA on the last 60 semester or 90 quarter hours of your undergraduate record. Please use the essay areas of this application to provide information regarding a low GPA.

[How to Calculate your GPA](#)

Cumulative Undergraduate GPA:

Last 60 Credit Hours GPA:

Colleges and Universities

- A copy of a transcript (or mark sheet for international applicants) from each institution from which you have taken courses, including the University of Utah, must be uploaded before submitting your application. This includes concurrent enrollment, study abroad, correspondence, etc. Your uploaded transcripts are not considered official and are used for initial admissions calculations only. Grade Summary Reports or Degree Audit Reports should **NOT** be uploaded instead of transcripts.
If you were a previous University of Utah student, you can [order transcripts online](#) through the Registrar's Office.
- Failure to list ALL institutions previously attended, or degrees pursued, may result in denial of admission, loss of credit, and dismissal from the University of Utah
- If the transcript you uploaded lists credit hours and a cumulative GPA, please enter those values. If the institution you attended has a different grading scale, you may skip this question.
- If you are admitted to the University of Utah, you must contact each of your previous institutions and have an official copy of each transcript sent directly to the University of Utah, Office of Admissions. Admission may be rescinded if all official copies are not received by the University of Utah.

List all colleges/universities you have taken courses from, including the University of Utah, regardless of length of attendance. Begin with your most recent school attended.

Institution #1 *

College/University Code

3.75
GPA

Total credit hours:

Status:

Institution Code Look Up

Be sure to list and upload transcripts for all institutions where you took classes, even if it was just one class. If you took a college course (even in high school), you must include a transcript.

Read “Tips for finding your institution” carefully.

Do not fill in all search criteria boxes. **Fill in one search criteria box only – the less criteria, the better.**

For example, to find the code for University of Utah, simply type in “Utah” in the Institution Name box, click *Search* and select the correct name from the pop-up page.

To search by city, fill in only the city in that field, not the state, etc.

The screenshot shows a web interface titled "LookUp" with a red header. Below the header, there is a section titled "TIPS FOR FINDING YOUR INSTITUTION:" followed by instructions and a list of four search criteria. Below the tips is a form with four input fields labeled "Institution Name:", "City:", "State:", and "Country:", and a "search" button. Arrows from the surrounding text point to the tips section and the "Institution Name" and "City" input fields.

LookUp

Please use the fields below to perform your search.

TIPS FOR FINDING YOUR INSTITUTION:
The results of your search will display above these instructions after you hit the "Search" button below.
NOTE: Generally, it is best to search with one criteria at a time; combining criteria does not produce the best result. Please review the options below.

- 1. Search by School Name**
Use unique keywords to find your school. For example, if the name of your school is "University of Utah" use "Utah" to search for the school.
- 2. Search by City**
For example, if your school is located in Los Angeles, California, in the United States, search by "Los Angeles" in the City field. If your school is located in Beijing, China, search with "Beijing" in the City field.
- 3. Search by U.S. State or Territory**
For example, if your school is located in North Dakota, in the United States, search with "ND" in the State field. Do not spell out the full name of the state; use abbreviations.
- 4. Search by Countryb**
For example, if your school is located in North Dakota, in the United States, search with "United States" in the Country field. Spell the full name of the country; do not use abbreviations.

Please Note: If you cannot find your institution, please search for "School Not Listed" as the Institution Name on this page and then type in your school information manually on the previous page.

Institution Name:

City:

State:

Country:

search

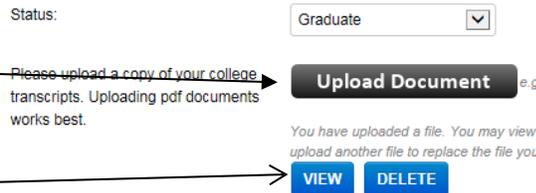
See highlighted important transcript upload instructions on the next page. ***

***Transcript uploads

Important – many applications are delayed and/or cannot be reviewed because of applicant errors in this section. Read these instructions in their entirety to ensure your application will be reviewed and to avoid delays:

What should I upload?

Scan, save and upload a copy of an official (actual) student copy transcript (must be issued by the Registrar’s office and sent to you) here. NO unofficial transcripts downloaded from your student account, graduation or DARS reports! **Order transcripts early.**



Double-check the upload

Click the *View Document* button and make sure your upload displays correctly and details are readable (not too small, clear print, etc.). If we can’t read your transcripts, we can’t evaluate your application.

Official student copy transcripts (or the security background) may show “Issued to Student”, “Not official”, etc. – that’s ok for application purposes.

I sent transcripts to the U of U or MSW already or they are on file there – is that all I need to do?

Do NOT send transcripts to the Office of Admissions or MSW for this purpose! You must scan upload them. Even if the Office of Admissions or MSW has your transcripts on file or you graduated from U of U, MSW cannot retrieve or upload your transcripts for you. Transcripts are not shared, exchanged or forwarded between these two separate departments. If you don’t upload a transcript, MSW cannot review your application.

My transcript has more than one page and there is only one upload button for each institution

Do not upload single pages from one transcript as separate institution uploads!

Each multi-page paper transcript must be scanned, saved to your computer as a single PDF, and uploaded as a single file. All pages must be included – don’t just upload one page. Do not scan multiple institutions’ transcripts into one file.

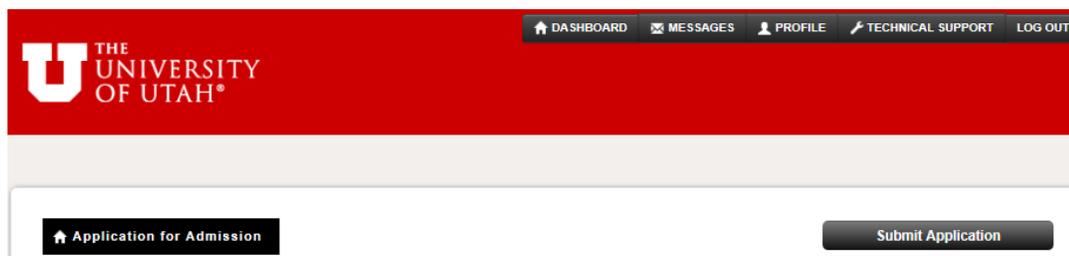
Can I upload an electronic transcript my institution sent me?

Official e-transcripts sent to you via email and/or access code (i.e. from BYU and USU) are secured and access expires. Do NOT upload e-transcripts directly and do not simply save them to your computer and upload. Each official emailed or online transcript must be printed, scanned and saved to your computer as a single PDF file (separately for each institution), and then uploaded. Do not upload such transcripts any other way. They may display correctly for you, but will not be viewable by the Office of Admissions and MSW. We cannot access expired e-copy transcripts.

Help! I can’t get my transcript to upload.

If the issue is file size, try [compressing the PDF](#). If this fails, click the *Technical Support* button at the top right, select *Uploading Files* under Popular Topics and try the suggested solutions.

If the problem persists, submit a trouble ticket to Hobsons/AY as described (also see last page below).



I received a request for transcripts from the Office of Admissions and/or MSW after application submission

Your upload may not readable, secured/locked, you omitted an institution from your list, etc. You must send hard copy or scanned transcripts to both offices, even if the request does not state this. Again, transcripts are not automatically shared between the two departments.

Proceed through the next few pages

| |
|-----------------------------------|
| Residency |
| International |
| Additional Information |
| Additional Background Information |
| Voluntary Consent |
| GRE GMAT Scores |
| Additional Test Scores |
| Social Work MSW |
| Post Submission |

The MSW Program does not require the GRE or other standardized test. →

Social Work MSW →

Be sure to read **all** additional instructions on the [MSW Admissions & Application Requirements](#) page relating to each of the sections in the Social Work MSW part of the application thoroughly.

Additional Information:

Note that question #3 reads “Have you **ever**...”. This includes charges that were dismissed, underage charges, etc. U of U/MSW applications are confidential, and it is better to disclose more than less. If you answer yes to any of the questions, you must upload a statement giving details. This is also your opportunity to let us know what you have learned from the situation.

Prerequisite Classes:

This form is required; do not leave this section or any part of it blank. We cannot fill this in for you, even if the information was previously provided to MSW.

You cannot use classes with a grade below C, and you need to have a minimum B (3.0) average in all courses, not in each individual course.

Prerequisite completion is not required for application, but prerequisites must be completed before you start the MSW program if accepted.

Early in the application process, applicants should email a copy of all their transcripts to Lena.Al-Rayess@utah.edu for evaluation of prerequisites and potential substitutions. For a proposed completion plan, please include proposed class codes, title, semester and year taken, as well as the course description from the catalog.

Resume:

Must be submitted in the format shown in the application and include all information requested. Do not use your own format, even if it is more attractive. Again, following instructions is an important part of the application. Please see the link to the MSW resume template on the [MSW Admissions and Application Requirements](#) page.

List all work and volunteer experience, and INCLUDE HOURS PER MONTH and supervisor contact information. The MSW Admissions Committee wants to know your entire background. We are particularly interested in human services employment or volunteer work. Describe those types of experiences in greater detail than i.e. various jobs held through college.

Advanced Standing applicants only: List and identify which of the four practicum situations applies to you and identify your practicum as such on the resume. If applicable, upload your field evaluation in the next section.

Essays

Please refer to the instructions for each specific essay on the [MSW Admissions and Application Requirements](#) page.

Note that the timed social issues essay has a different deadline than the MSW application. Timeline example: Submit application Thursday, October 27. Receive Canvas invite for timed essay within approximately 1 week after submission, i.e. Wednesday, November 2. Timed essay has to be completed within 14 days of receipt of the Canvas invite – in this case Wednesday, November 16 before midnight. Please refer to the details on our website.

To help with essay writing, the [University Writing Program](#) offers the following resources:

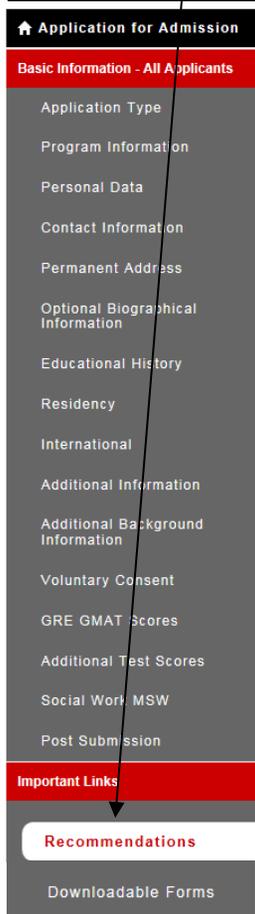
Courses: Writing 3510 (cross listed with Linguistics): Grammar & Stylistics, Writing 6000: Writing for Publication, Writing 3015 Professional Writing (also offered through Continuing Ed)

Book: Academic Writing for Graduate Students, by John M. Swales & Christine B. Feak

The [University Writing Center](#) is also available.

See **Recommendations section** on the next page.

Recommendations



You must input the names and contact information for each provider.

A minimum of 4 professional recommendations using the mandatory form are required for MSW. Letters without the completed form are not acceptable. Applicants are responsible for monitoring recommendation submissions in their applications. Applications with less than 4 recommendations will be considered incomplete.

RECOMMENDATION PROVIDER LIST

When adding a recommendation provider, please double-check that you have selected the program to which you are applying and that the recommendation provider's email address is correct. Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with instructions on how to proceed with the online recommendation.

Additional Information

- When you add each recommendation provider, you will be asked to select the program to which you are applying. **Please verify that you have selected the correct program before you submit each request for recommendation.**
- Your recommendations will automatically be matched to your application upon submission.
- To complete the recommendation online, a recommendation provider must have a valid email address. **Please check each provider's email address, as you will not be able to change it once you submit a request for recommendation.**
- Each online recommender is given an access code that is valid for 180 days from the date you input and save his/her information.
- If you would like to send a reminder to an online recommendation provider, click on the "resend" button next to the recommender's name. This will automatically generate a reminder email.

After reviewing the instructions, begin here to add providers.

****Enter recommenders in order of importance to your application – most valuable recommender first, etc.****

You can also monitor recommendation submissions and send reminder requests here. Recommenders can contact the MSW office and AY Technical support for help.

Monitor recommendation submissions in your AY application!

MSW requires a minimum of 4 submitted recommendation forms (not letters). It is your responsibility to monitor this section and ensure 4 submissions by the application deadline. Please do not ask MSW to check for you.

All sections of the mandatory form must be completed and letters without the form are not acceptable (additional letters are optional and can be uploaded by the recommender). Consider adding a 5th recommender if it looks like one of the others may not come through.

PDF version of the recommendation form (for non-online recommenders)

Non-online recommendations must be sent to MSW ([see p. 12](#)).

IMPORTANT!

The following instructions apply to **Advanced Standing** applicants only:

1. If the applicant's BSW practicum is **not complete**:
One of the four required recommendations must be from the applicant's BSW practicum field instructor.
2. If the applicant's BSW practicum is **complete**:
One of the four required recommendations must be from the applicant's BSW practicum field instructor, AND the BSW field evaluation must be included in the application.
3. If the applicant has **not begun** the BSW practicum as of the application deadline (September 30) **and** has a minimum of one year work experience in a human service organization with direct client contact (part or full-time, paid or volunteer work):
One of the four required recommendations must be from a licensed mental health professional who served as the applicant's supervisor.
4. If the applicant has **graduated and has been working in a human services agency for one year or more**, practicum documentation is not necessary. One of the four recommendation letters must be from a licensed mental health professional who has served as the applicant's supervisor.

In order to apply by September 30 for potential admission for the following summer semester, applicants must meet one of the above four criteria.

Field Evaluations are to be uploaded as part of the **resume**. Your resume and field evaluation must be uploaded in a **single file** with the resume first, followed by the evaluation. You may need to scan or cut and paste the documents into one file.

TIP: Double-check the recommender's email address is correct and was entered accurately.

If the recommendation is not submitted online, the recommender **must** fill out this PDF of the MSW recommendation form. Letters without the completed form do not count as one of the 4 required recommendations. Be sure to communicate this to your recommenders

If you are not waiving your right to view the recommendation and would like to have a copy, ask the recommender for one before it is submitted. You will not be able to view the recommendation online.

Online recommendations are strongly preferred by the MSW department and facilitate the process for everyone involved.

Instruct your recommender here to fill out all sections of the form, including the check boxes, even if a letter will be uploaded.

Forms that state "see letter" in the various sections, or letters without a completed recommendation form will be considered incomplete and will NOT count as one of the four required recommendations.

You can also use this section to remind your recommender that recommendations should be submitted ahead or within a few days of the application deadline.

Let recommenders know to save their work frequently. The system times out every 30 minutes.

Recommendation Provider List

If you need to replace one recommender with another, delete and add here. Submitted recommendations cannot be deleted.

You can send a reminder to recommenders.

If a recommender has not followed through after some time, you can add a 5th recommender as a back-up.

Be sure to communicate this to your recommenders! Recommendation system emails may end up in the recipient's spam folder – tell them to check it if they have not received the email.

The screenshot shows a web form for MSW recommendations. On the left is a vertical navigation menu with categories: Application Type, Program Information, Personal Data, Contact Information, Permanent Address, National Biographical Information, Educational History, Residency, International, Additional Information, Voluntary Consent, GRE/GMAT Scores, Additional Test Scores, Social Work MSW, Post Submission, Important Links (highlighted in red), Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is at the bottom of the menu. The main form area contains fields for: First Name, Last Name, Street Address Line 1 and 2, City, State (dropdown), Postal Code, Country (dropdown, set to UNITED STATES), Phone, Email Address, Title, Employer, Relationship to you, and Program to which you are applying (dropdown). Below these are two questions with radio buttons: 'Do you wish to waive your right to examine this letter of recommendation?' (Yes/No) and 'Will this provider be submitting the letter of recommendation online?' (Yes/No). There are three informational boxes: one about phone numbers, one about FERPA rights, and one about email notification. At the bottom, there is a text area for a personal note in the notification email.

The screenshot shows the 'Recommendation Provider List' interface. On the left is a vertical navigation menu with categories: GRE/GMAT Scores, Additional Test Scores, Social Work MSW, Post Submission, Important Links (highlighted in red), Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is at the bottom of the menu. The main area lists two providers: 'Provider 3' (Parker, Judy, judy.parker@socwk.utah.edu, notified 6/12/2013 3:36:05 PM, started 6/12/2013, completed) and 'Provider 4' (Rankovic, Mirela, mirela.rankovic@utah.edu, notified 4/1/2015 4:37:38 PM, started, completed). Each provider entry has a 'RESEND' button. Below the list is a '+ ADD A PROVIDER' button and a note: 'Once recommenders have been added, an email will be sent to notify those submitting online forms. Resend Notification Email: If you wish to have an email message sent to a recommendation provider to remind them to complete the letter of recommendation, select the Resend button next to recommendation provider's name.' There is also a blue informational box at the bottom about email notification.

More recommendation section TIPS:

Applicants are advised to **complete the recommendation section early on in the application process** to allow recommenders maximum time to submit.

You do not have to wait for all recommendations to be completed before you submit your AY application.

Recommendations received after submission will be matched to your application, but may delay the review process.

However, **remember that it is your responsibility to make sure the 4 required recommendations are submitted.**

Non-online recommendations (*Please remember online recommendations are strongly preferred by the MSW Program*)

Download and send the Social Work MSW PDF form to non-online recommenders. Recommendation letters without the completed form cannot be accepted.

Completed forms should be sent directly to:

Inka Johnson, MSW Program

Inka.Johnson@socwk.utah.edu (email strongly preferred)

395 S 1500 E Rm 331

Salt Lake City, UT 84112

Tel. 801-581-4908

Fax 801-581-7886

The MSW office will update your application when a non-online recommendation is received. Please allow a few days and then check online rather than calling or emailing us to see if it was received.

The screenshot shows the 'Application for Admission' website. On the left is a navigation menu with the following items: Application Type, Program Information, Personal Data, Contact Information, Permanent Address, Optional Biographical Information, Educational History, Residency, International, Additional Information, Additional Background Information, Voluntary Consent, GRE GMAT Scores, Additional Test Scores, Social Work MSW, Post Submission, Important Links, Recommendations, and Downloadable Forms. The 'Downloadable Forms' section on the right lists several forms: Biology MS/PHD Research Interest Checklist, Education, Culture & Society Recommendation Form, Linguistics Recommendation Form, Nutrition MS Recommendation Form, and Social Work MSW Recommendation Form. Each form has a brief description and a 'Download' link. At the bottom right, there is a section for 'Additional Information' with a note about downloading PDF files and a 'Get ADOBE® READER' button.

Final steps and application submission

The screenshot shows the 'Important Links' section of the application website. It contains four links: Recommendations, Downloadable Forms, Check Your Application (highlighted in red), and Application Instructions. An arrow points from the 'Check Your Application' link to the 'Review' section of the text.

Review:

Look over the PDF version of your application before submission.

Make sure all uploads are readable and display correctly.

Save or print your application PDF before submission for your records.

You will not be able to make edits after submission (except for contact info, recommenders, post-submission section).

Check if transcripts are viewable and the size is readable.

Secured online or emailed transcripts (i.e. all from BYU and USU) must be printed, then scanned, saved to your computer and then uploaded to display correctly. If you don't follow this process: e-transcripts are secured and access typically expires by the time your application is processed. This means your application cannot be reviewed.

Plan ahead: We recommend that applications be submitted well ahead of the deadline to allow for all aspects, including recommendations, to be complete and avoid last minute unforeseen circumstances and submission issues.

Payment: The system will prompt you to pay the University of Utah Office of Admissions application fee at the very end. ☹ Applications without payment cannot be considered. There is no additional MSW application fee. ☺

Note that ApplyYourself operates on Eastern Standard time (EST). If you submit your application close to midnight MST on the deadline date, your confirmation will show that it was submitted the next day, and show the time submitted as EST.

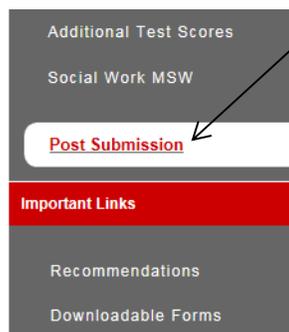
Don't worry: the submission deadline time is midnight MST, not EST. ☺

After submission

Recommendations: Log into your application and check on recommendation submissions regularly. It is the applicant's responsibility to ensure timely submission of the required 4 recommendations. While we allow recommenders a grace period for submission after the deadline, delays are not in your best interest. The #1 cause for incomplete applications is missing recommendations; the #2 cause is expired, missing or unreadable transcripts, along with uploads of incorrect or duplicate documents.

Transcripts: If you receive a request for transcripts, please note whether it came from the Office of Admissions or the MSW office. If it came from the Office of Admissions, you must respond to the sender or specified email address, not to the MSW office.

Incomplete status after submission: You may see "Incomplete" or "Not Received" as a general application status or in your Transcript or Test Scores status, even if you have uploaded transcripts or had official transcripts sent to the Office of Admissions upon request. No test scores are required. Uploaded transcripts are sufficient for application purposes, but are not considered official for admission. **Due to workload, the transcript status is not always updated by the Office of Admissions staff. Unless you receive an email request for transcripts from the university, an Incomplete or Not Received transcript status is no cause for concern and can be disregarded.**



Post-submission uploads:

If you upload any documents, including transcripts, to your application after submission, you must notify both the MSW Program and Office of Admissions. Include your date of birth and, if known, your U of U ID number (uNID).

The AY system and Office of Admissions do not notify MSW of post-submission uploads.

Admission decisions

Decision notifications are sent by email only no later than:

| | |
|-------------------------|------------|
| Advanced Standing MSW: | January 15 |
| All other MSW programs: | May 30 |

If you are admitted

AFTER ADMISSION, admitted MSW applicants who did not graduate from U of U or took courses at another institution after graduation must have official (actual) transcripts sent directly from all institutions attended to [U of U Office of Admissions](#) (see "After You Are Admitted"). Do not send the transcripts you used for the application upload, and do not send transcripts to the MSW Office for this purpose.

Admitted MSW applicants who are U of U graduates: your transcripts are on file with U of U Office of Admissions and do not need to be resent if you are admitted to MSW. Do send transcripts from institutions attended after U of U graduation.

Good luck and we look forward to receiving your application!

Inka Johnson
MSW Program
College of Social Work
395 South 1500 East, Room 331
Salt Lake City, UT 84112
Inka.Johnson@socwk.utah.edu

ApplyYourself Hobsons Technical Support

If you or a recommendation provider run into technical problems, Hobsons' support team can help with technical problems. For example, if the self-service password reset doesn't work, Hobsons can help with this problem.

Applicants and Recommenders contact Hobsons end user support by:

1. Going to <http://hobsonsupport.force.com/applicationsupport>
OR
2. Selecting a Technical Support link available from the application or recommender pages.
 - For the application, the Technical Support link can be found at the bottom of the login page.
 - Once an applicant is logged in, the link can be found at the top of the screen.

There is not a direct phone line that applicants or recommenders can call to reach end user support.

Once an applicant or recommender arrives at the online **Hobsons Applicant and Recommender Support Portal**, he or she can create a case with Hobsons support by selecting the **Contact Support** button and then **Submit a Case** online.

HOBSONS

Submit a Case

Please use the following form to submit a help request. Please provide a detailed description of your problem so our Technical Support team can assist you as quickly as possible. Click 'Save Case' to successfully submit the request.

First Name

Last Name

Email

Support Product

Category

Sub Category

Subject

Description

University Name

Login Information

Case Attachment

If you would like to include a screenshot or a document, please use the 'Browse' button to attach it to your help request.

No file chosen

The applicant or recommender should complete all required questions and then select Save Case. Hobsons end user support will try to resolve the issue as quickly as possible.