This instruction manual includes information specific to the MSW application, as well as clarification and valuable tips not found in the actual AY application.

General tips: 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. Due to several instances of missed emails, we recommend that you do not use a Hotmail email account for your application. 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 address after submission, you must update it in the profile section of your application, and also send a notification to Carmencita.Totua@utah.edu.

The College of Social Work Academic Advising office can answer general questions, but not 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 first and, if necessary, submit a trouble ticket to Hobson’s (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 Carmencita Totua at Carmencita.Totua@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.
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 a spring semester start.

### MSW Application Deadlines:

<table>
<thead>
<tr>
<th>Deadline Category</th>
<th>Priority Dates</th>
<th>Final Dates</th>
<th>Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adv. Standing MSW deadline</strong></td>
<td>Priority October 1 (11:59 pm MST)</td>
<td>Final November 1 (11:59 pm MST)</td>
<td>No later than January 15</td>
</tr>
<tr>
<td>(for following summer semester/May start)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>2-year and Part-Time Evening MSW deadline</strong></td>
<td>Priority November 1 (11:59 pm MST)</td>
<td>Final January 15 (11:59 pm MST)</td>
<td>No later than May 30</td>
</tr>
<tr>
<td><strong>DCFS Employee MSW deadline</strong></td>
<td>January 15 (11:59 pm MST)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(for same year fall semester/August start)</td>
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</tr>
</tbody>
</table>
Getting Started

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

**Technical Support**

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. Review [MSW Application Requirements](#) and Application Instructions.

2. Have actual (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, and even if they are on file with U of U or MSW. These transcripts must be issued by a Registrar’s office (no unofficial online transcripts, degree audits 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 College of Social Work. We cannot upload transcripts for you.

   If ordering by phone, ask for “student copy transcripts” for your personal records, not “official”.

3. Complete the Recommendations section early to allow recommenders maximum time to submit their recommendations by the application deadline, or very shortly after. Monitor submissions regularly.

   Four submitted recommendations (not letters) are required for application to the MSW Program.

   Advanced Standing applicants: Note the recommendation instructions for your particular practicum situation.

Read the U of U Office of Admissions Instructions carefully (same as light blue/teal button above). Remember, the general U of U application deadlines listed do NOT apply to MSW. You must apply by the MSW deadline.
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 and we won’t know you applied.

Make the correct semester selection:
- Adv. Standing: Summer 2019
- 2-year MSW: Fall 2019

Make your program selection and note the start semester.

MSW applicants may only apply to one MSW program option per year. For example, you cannot apply to both Salt Lake City and St. George Adv. Standing programs, or the 2-year and Adv. Standing MSW programs in the same year. Admission standards are the same for all programs and one program does not give you better odds of admission than another.

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. Don’t list separate periods of attendance at the same college as different institutions. If not graduated yet, list the 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 or your major 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 take 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.

Also, see 3A of the MSW Application Instructions.

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 actual student copy transcripts to be sent to you from each of your institutions’ Registrar’s offices.

Order U of U transcripts here.

International transcripts must be uploaded in the original language. Do not upload translated transcripts. Foreign language transcripts will be translated by U of U Office of International Admissions. You do not need to provide a translation.

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.

GPA:
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.
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.

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

For example, to find the code for the University of Utah, simply type “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 institution name, state, etc.

***Transcript uploads***

**Important – many applications are delayed and/or cannot be reviewed because of applicant errors, last-minute transcript orders and upload issues, unreadable, secured or access expired transcripts. Read these instructions in its entirety to ensure your application will be reviewed and to avoid delays:**

What should I upload?
Scan, save and upload a copy of an actual (student copy) transcript here. Each transcript must be issued by the Registrar’s office and sent to you).
NO unofficial transcripts downloaded from your student account or graduation! **Order and upload transcripts early to avoid unforeseen last-minute problems.**

Double-check the upload!
Click the View Document button and make sure your upload displays correctly, all pages show and details are readable (not too small, clear print, etc.). If we can’t read your transcript details, we can’t evaluate your application.
Registrar issued 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 or they are on file there already – do I really have to pay for another to upload? If you don’t upload a transcript, MSW cannot review your application. Do NOT send transcripts to the Office of Admissions or MSW for application purposes. You must scan, save and 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. Even if you call the Office of Admissions and are told they have your transcripts… you need to upload a copy for MSW review.

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. Also, do not scan multiple institutions’ transcripts into one file.

Can I upload an electronic transcript my institution sent me?
Yes – IF you do it correctly. Transcripts sent to you via email and/or access code (i.e. from BYU and USU) are secured and access expires after a certain period of time. Do NOT upload e-transcripts directly and do not simply save them to your computer and upload. Access will expire by the time we review your application. Each electronic 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 e-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 secured or expired e-copy transcripts. You will need to pay for a new transcript and your application review will be delayed. Please print, scan, save and upload.

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 the 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 copies of transcripts to both the Office of Admissions at admisstranscripts@sa.utah.edu and Carmencita.Totua@utah.edu, even if the request does not state this. Again, transcripts are not shared between the two departments. If you have questions about the request, note whether it came from the Office of Admissions or MSW, and call that office.

Proceed through the next few pages

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

Social Work MSW
Be sure to read all additional instructions on the MSW Application Requirements page and the specific instructions for the application components relating to each of the sections in the Social Work MSW part of the application thoroughly.

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 both 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 MSW@utah.edu for evaluation of prerequisites. For potential substitutions, also include the catalog course description.
For a proposed completion plan, please include proposed class codes, title, and semester/year to be taken.

Resume:
Must be submitted in the format shown in the application and instructions, and include all information requested.
Advanced Standing applicants: Identify and list which of the four practicum situations applies to you and identify your practicum as such on the resume.

Practicum Evaluation (Advanced Standing applicants only):
If applicable, upload your field evaluation in the next section.

Essays
Please refer to the instructions for each specific essay in the MSW Application Instructions.
Note that the timed social issues essay has a different deadline than the MSW application. The essay invite link will be sent to you after application submission. Timeline example: Submit application Thursday, November 1. Receive Canvas invite for timed essay within approximately 1 week after submission, i.e. by Wednesday, November 7. You actually receive the timed essay invite on Tuesday, November 6. A timed essay has to be completed within 7 days of receipt of the Canvas invite – in this case, Monday, November 13 before midnight. Please refer to the details in the MSW Application Instructions.

Recommendations
After reviewing the instructions, begin here to add providers. This is also the place to check on recommendation submissions and send request reminders.
Let your recommenders know that the system times out every 30 minutes without notice, and to save their work frequently or to cut-and-paste from a separate document.
Recommenders are welcome to contact the MSW office at 801-581-4908 with basic questions, or AY Technical Support for more complicated issues.

**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.

Advanced Standing applicants:
Check the recommendation requirements for your particular practicum situation.

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

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 an additional letter will be uploaded. Forms that state “see attached” 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 the personal note section to remind your recommender that recommendations should be submitted ahead of or within a few days of the application deadline.

Let recommenders know to save their work frequently. The system times out every 30 minutes without notice!

**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! The recommendation system emails may end up in the recipient’s spam folder – tell them to check it if they have not received the email.

More recommendation section TIPS:
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. **Remember 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:
Carmencita Totua at: Carmencita_Totua@utah.edu (email strongly preferred)
Administrative Assistant of Academic Advising
395 S 1500 E Rm 319
Salt Lake City, UT 84112
Tel. 801-587-7972
Fax 801-581-7886

The Academic Advising 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.

**Final steps and application submission**

**Review:**
Look over the PDF version of your application before submission.
Make sure all uploads are readable and display correctly.
Save a PDF of your application before submission for your records!
You will not be able to make edits after submission, except for contact info, recommenders, and in the post-submission section.

Check again if transcripts are viewable and the size is readable.
Secured online or emailed transcripts (i.e. all from BYU and USU) must be printed, scanned and saved to your computer for the upload to display correctly. If you do not 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 any 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. 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 access expired, locked, missing or unreadable transcripts, along with uploads of incorrect or duplicate documents in other sections.
Transcripts: If you receive a request for transcripts, please note whether it came from the Office of Admissions or the College of Social Work (CSW) Academic Advising Team. If it came from the Office of Admissions, you must respond to the sender or specified email address, and copy Carmencita.Totua@utah.edu on your response.

Incomplete status after submission: Please disregard this application status notice. 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. 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 CSW Academic Advising Team 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 the CSW 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 the U of U or took courses at another institution after graduation must have official transcripts sent directly from all institutions attended to the 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 CSW for this purpose.

Admitted MSW applicants who are U of U graduates: your transcripts are on file with the 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!

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:
   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.

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• 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.

![Submit a Case Form](image)

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.