

APPLYYOURSELF APPLICATION AND INSTRUCTIONS

Welcome to the ApplyYourself College of Social Work application and instructions! Be sure to review the [MSW Application Requirements](#) and [Application Instructions](#) 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.

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 notification to Inka.Johnson@utah.edu.

The MSW 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 Inka Johnson at Inka.Johnson@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.

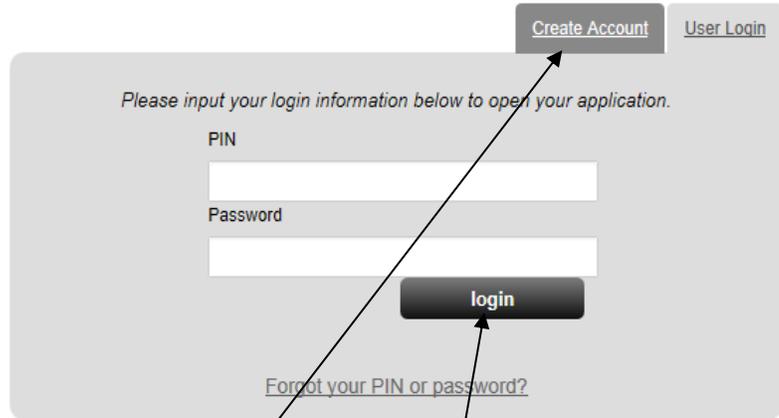
Your information is transmitted through a secure server and is kept confidential. Only after you submit your application will it be available for review by University of Utah graduate department and the Office of Admissions staff.

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 October 1 (11:59 pm MST)

Final November 1 (11:59 pm MST)

(for following summer semester/May start)

Decision notification:

No later than January 15

2-year and Part-Time Evening MSW deadline:

Priority November 1 (11:59 pm)

Final January 15 (11:59 pm)

(for following fall semester/August start)

Decision notification:

No later than May 30

DCFS Employee MSW deadline:

January 15 (11:59 pm MST)

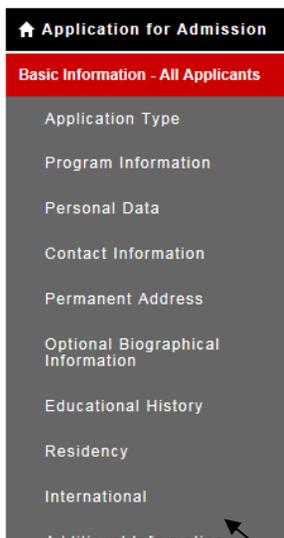
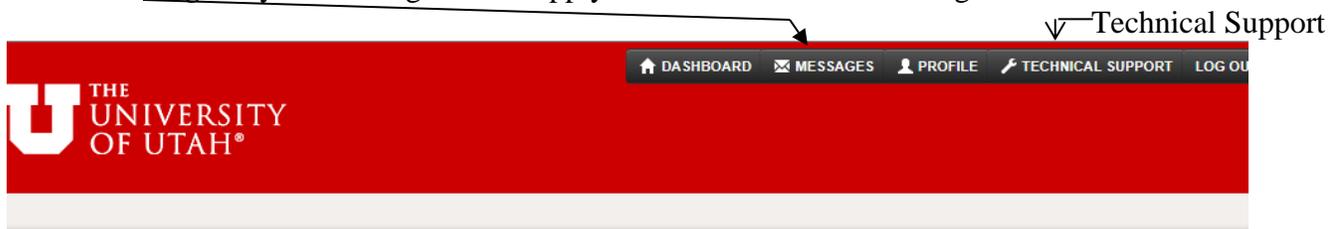
(for same year fall semester/August start)

Decision notification:

No later than May 30

Getting Started

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



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

Click here to access the application.

📄 APPLICATION INSTRUCTIONS

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, 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. 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.

- 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
- Downloadable Forms
- Check Your Application
- Application Instructions

SAVE SAVE & CONTINUE

Program Information

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

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.

Intended graduate program and degree: *

Application Term and Year

Fall 2018
 Summer 2019
Fall 2019

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

Additional Program Information Select No

Are you applying for a Combined BS/MS program? Yes No

If you are interested in a combined BS/MS program, please visit <https://curriculum.utah.edu/degrees/graduate.php> for more information. Not all programs are approved to offer Combined BS/MS degrees.

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

If yes, select the dual degree program from the dropdown list.

Dual Degree Enrollment Status

For anyone applying to a dual 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 dual 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.

Area of Interest

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

Advanced Standing MSW Program (BSW graduates only/45 credits-1 year) – Summer semester admit only
 Advanced Standing MSW Program in St. George (BSW graduates only/45 credits-1 year) - Summer semester admit only
 MSW Program (80 credits-2 years) – Fall semester admit only

Make your program selection and note the start semester.

Please select your area of interest: 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 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 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 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.

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.

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 GPA is less than 3.00, we will calculate a GPA on the last 60 semester or 90 quarter hours of your undergraduate work. 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.

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 “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.

The image shows a 'LookUp' search interface. At the top is a red header with the word 'LookUp' in white. Below the header, there is a section titled 'Please use the fields below to perform your search.' followed by 'TIPS FOR FINDING YOUR INSTITUTION:'. A note states: '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.' There are four numbered search criteria:

- 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 Country**
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.

At the bottom of the tips section, a 'Please Note' states: '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.'

Below the tips is a search form with four input fields: 'Institution Name:', 'City:', 'State:', and 'Country:'. A 'search' button is located at the bottom right of the form. Arrows from the text on the left point to the 'Institution Name' and 'City' fields.

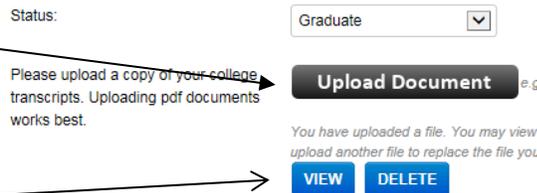
See highlighted important transcript upload instructions on the next page. ***

***Transcript uploads

Important – many applications are delayed and/or cannot be reviewed because of applicant errors, last minute transcript orders and upload issues, unreadable, secured or access expired transcripts. 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 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, graduation or DARS reports! **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.

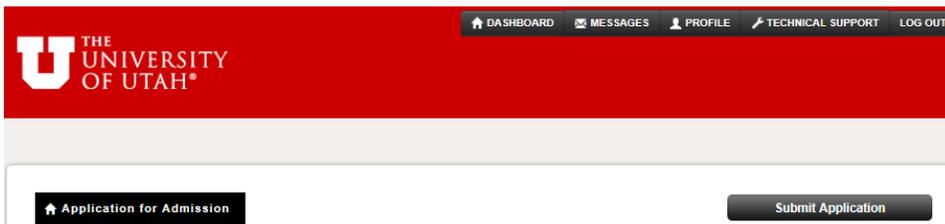
Can I upload an electronic transcript my institution sent me?

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. 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 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 adisstranscripts@sa.utah.edu and MSW at inka.johnson@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

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 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 Lena.Al-Rayess@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.

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.

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. Timed essay has to be completed within 14 days of receipt of the Canvas invite – in this case Monday, November 19 before midnight. Please refer to the details in the MSW Application Instructions.

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

Recommendations

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

Important Links

- Recommendations
- Downloadable Forms

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. 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.

Will this provider be submitting the letter of recommendation online? *
 Yes No

i If Yes, you must provide the email address for online providers. Please notify the individual that he/she will be receiving an email from the online application system with the necessary access information. If No, please check with your program of interest for further instructions.

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

If you would like to include a personal note in the notification email that is delivered, please use the space below:

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 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! 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 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@utah.edu (email strongly preferred)
395 S 1500 E Rm 318
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 sidebar menu with categories: 'Basic Information - All Applicants' (containing links for 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, and Post Submission), 'Important Links', and 'Recommendations'. The 'Social Work MSW Recommendation Form' link is highlighted in red. On the right, the 'Downloadable Forms' section 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' button. Below the forms is an 'Additional Information' section with a 'Get ADOBE® READER' button and instructions on how to download PDF files.

Final steps and application submission

The screenshot shows the 'Important Links' sidebar menu with four items: 'Recommendations', 'Downloadable Forms', 'Check Your Application' (highlighted in red), and 'Application Instructions'.

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, 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. ☺ 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. ☺

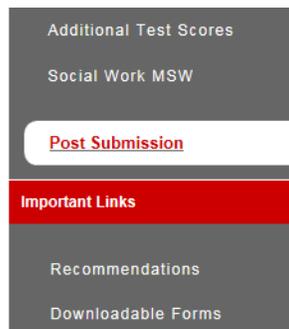
After submission

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 MSW office. If it came from the Office of Admissions, you must respond to the sender or specified email address, and copy Inka.Johnson@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 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 318
Salt Lake City, UT 84112
Inka.Johnson@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.