



## University of Utah MSW Program Application Instructions

All MSW program applications are created through ApplyYourself (AY). The University of Utah/MSW AY application and MSW application instructions undergo yearly changes and updates, so **please do not start or submit an application before August 1.**

Applications cannot be processed or evaluated until you have paid the Office of Admissions fee. This is the final step in the AY program and must be done by 11:59 pm MST on the application deadline. You can find AY-specific instructions [on our website](#), as well as start the application there.

If you will need accommodations in the application process, you must contact the Center for Disability and Access (CDA) at least three weeks prior to the date you plan to submit. The Center's contact info is 801-581-5020, [disability.utah.edu](http://disability.utah.edu). The Center will work with you and the MSW program to make arrangements for accommodations.

Note: In order to create an account with ApplyYourself, you **MUST use an email address that you check regularly. Do not use a Hotmail email account for your application.**

### Admissions Criteria

The Admissions Committee engages in a holistic review process, drawing information from the following sources:

1. Official transcripts
2. Three professional recommendations
3. Statement of Purpose
4. Social Work Practice Case Study (120-minute timed essay)
5. Resume

Occasionally, the Admissions Committee will request an interview with an applicant. Applicants may not request interviews.

### Admissions Criteria Instructions

#### 1. Transcripts

- You are required to upload actual transcript copies from all institutions where you have enrolled in courses to ApplyYourself, even if credits were transferred and show on another transcript. These transcripts must be issued by a Registrar's office. We cannot accept unofficial online transcripts or student progress reports.
- **Do not mail transcripts to the U of U Admissions Office or the MSW department.** We cannot upload transcripts for you.

## 2. Three Professional Recommendations

- **University of Utah BSW students/graduates (Advanced Standing Applicants only): professional recommendations are not required.**
- Recommendations must be requested through the AY application system, which will then contact your references with a link for them to submit the reference form. **Do not submit letters of recommendations to the MSW Program. Recommendation letters are not required.**
- Include recommendations from professionals who have supervised you or who have been directly responsible for assessing your human service-related work or volunteer experience.
- Reference from a professor/instructor who is familiar with your academic abilities and your potential for professional social work is accepted. Choose recommenders that understand you well in a professional capacity.
- If you are currently employed or volunteering within the field, it is strongly encouraged to have a recommendation from your current supervisor. A licensed mental health professional is preferred, if applicable.
- **Do not include personal references from co-workers, friends, family members, personal therapists, and acquaintances. They will not be scored.**

## 3. Statement of Purpose (3-4 double-spaced pages)

- The MSW Admission Committee looks for:
  - A clear and grounded understanding of the social work profession and how it differs from other mental health disciplines based on your educational and professional experiences
  - How your life experiences (e.g., professional, and educational) have prepared you for graduate studies in social work.
- The statement of purpose should address the following elements:
  - What is your purpose in pursuing an MSW degree?
  - Consider the [NASW Code of Ethics](#). Which ethical principles would challenge your personal values and world views? How would you manage these challenges?
- What are your career goals?
  - Discuss how obtaining a MSW degree will support your career goals.
  - Address any goals you have in working to achieve change with individuals, families, communities, and policy.
- What type of professional and educational experience and challenges have you faced?
  - How do those experiences relate to your decision to become a social worker?
  - How do your work and volunteer experiences relate to your decision to become a social worker? (Please focus on social work or human services-related experiences.)
  - Be sure to highlight your social work and/or human services-related experience in your statement of purpose.
- Formatting:
  - Length should be between three and four double-spaced pages. **Do not exceed four pages.**
  - Use Times New Roman 12-point font with one-inch margins.
  - Cover page or headers are not necessary.
  - Be sure to provide specific references for any sources that you cite in your statement, if applicable.

**Your application will not be reviewed if we do not receive your Statement of Purpose. Reapplying to the MSW Program would be required for the following year.**

### 3A. GPA Statement (only if your GPA is below 3.0)

- If your cumulative GPA from all institutions attended is below 3.0, include a one-page statement titled “GPA Statement” at the end of your Statement of Purpose (this does not count against the 3-4 page limit of the Statement of Purpose).
- Discuss the following:
  - What were the contributing factors to your undergraduate GPA?
  - How you have otherwise demonstrated a capacity for success in a rigorous graduate program (superior grades during the final semester(s) of work prior to graduation, success in another degree or certificate program, etc.)?
  - If granted admission to the program, how do you plan to address potential obstacles to successfully complete the program?

### 4. Social Work Practice Timed Case Study (2-3 double-spaced pages)

- **University of Utah BSW students/graduates (Advanced Standing Applicants only): Social Work Timed Case Study is not required.**
- Review the National Association of Social Workers (NASW) Code of Ethics prior to starting the timed case study. You **must** reference at least three specific ethical standards from the NASW Code of Ethics that apply to the case study to receive points for your response. You can review the Code of Ethics at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
- Within approximately one week after submission of your AY application, you will receive an email from Instructure Canvas with a link to the timed case study website. Please add Instructure Canvas to your list of safe senders and also check your spam folder.
- The email sender and subject line will show as follows:

**From:** Instructure Canvas [[notifications@instructure.com](mailto:notifications@instructure.com)]

**Subject:** Course Invitation

- The Instructure Canvas email will be sent to the email address you used to create your AY application. Use the **Guest login** to register and log in with this same email address, unless you created the application using your University of Utah uNID email address. If you did not use your U of U email address to create the application, do NOT log into Canvas with your uNID or password. Do not try to access the essay through CIS.
- Register for the essay in Canvas first and return to complete the essay later to avoid last minute issues. Please note that the initial invite link only works once. Future logins must be done from the [Canvas Guest login page](#)
- You will have **seven (7) calendar days** from the date of the Instructure Canvas email to access the site, read the instructions there, and complete the timed essay. **If you have not completed the timed essay within this period, your application materials will be considered incomplete, and your application will not be considered for admission.** If you anticipate difficulty scheduling the essay, please notify Carmencita Totua at [Carmencita.Totua@utah.edu](mailto:Carmencita.Totua@utah.edu) once you have submitted your application.
- You are given **120 minutes to complete** the timed essay.
- To request accommodations on the timed case study, please contact the Center for Disability and Access (CDA) prior to submitting application materials. The Center’s contact info is 801-581-5020 (V/TDD), [disability.utah.edu](http://disability.utah.edu). The Center for Disability and Access will work with you and the MSW program to make arrangements.
- Please address the following:

- Which factors of the client’s case are most salient and should be considered first and why? What would a social worker do to intervene on (1) micro/individual, (2) mezzo/community, and (3) macro/policy levels?
- Clearly identify any ethical dilemmas that you see in this case study (please specifically refer to the NASW Code of Ethics in addressing how you would address this ethical dilemma).
- What critical information is missing from this case? Please address how you would gather the needed information.
- Discuss one social justice consideration in this case and possible resolutions to address justice and equity.
- Please articulate how diversity, inclusion and equity may impact this case.
- Reference and cite at least **three specific ethical standards found in the NASW Code of Ethics**.
- Formatting:
  - Two to three double-spaced pages
  - Timed New Roman, 12-point font, one-inch margins
  - Do not include a cover page or headers
- **It is your responsibility to supply the correct email address in your application and to check all folders of your inbox to locate this email. Please contact Carmencita Totua at [Carmencita.Totua@utah.edu](mailto:Carmencita.Totua@utah.edu) with any questions.**

**Your application will not be reviewed if we do not receive your completed essay within 7 calendar days from the date the invite was sent. This mean you will have to reapply for the MSW program the following year.**

## 5. Resume

- **Follow our resume template exactly** (provided below, **two pages maximum**). List all work and volunteer experience with current or most recent experience listed first.
- List the **exact number of total relevant human service hours for all work and volunteer positions, respectively**, to receive credit for these experiences. **You must also calculate the total number of hours for each category and add it to the top of your resume.**
- The MSW Admission Committee is particularly interested in your paid work and volunteer activities that are related to [human services](#). Please visit our [MSW Admissions page](#), FAQs section, for more information and advice about what counts as related experience.
- To ensure that full credit is given for related experience, make sure the job responsibilities you list give enough information for committee members to accurately determine which positions are relevant.
- Timed New Roman, 12-point font, one-inch margins

### **Advanced Standing Applicants Only**

**Advanced Standing Applicants:** please indicate which of the four following options you are applying under (under the “Practicum Activities” section of the resume):

**Option 1: You are currently in practicum**

One of the three required recommendations must be from your BSW Program practicum field instructor.

**Option 2: You have finished practicum**

One of the three required recommendations must be from your BSW Program practicum field instructor

**Option 3: You have not yet begun your practicum as of the application deadline or started practicum this fall semester**

It is *highly* encouraged that at least one of your three required recommendations come from an individual who served as your supervisor in the human service field.

**Option 4: You have graduated and been working in a human services agency for a year or more**

Practicum documentation is not necessary, but one of the three required recommendations must be from an individual who served as your supervisor in the human service field.

## **RESUME TEMPLATE**

Total hours and supervisor information for all relevant human service work and volunteer experience is **required as shown** to ensure you receive points for your experiences.

YOUR NAME

Current Address  
City, State, Zip  
(801) 555-1212  
Email address

**Total number of relevant human service paid hours:**  
**Total number of relevant human service volunteer hours:**

### **Education**

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University or College name Graduation Month, Year  
School/College of \_\_\_\_\_  
BS/BA in \_\_\_\_\_

- Minor if applicable
- Certificate(s) if applicable

### **Practicum Activities (Advanced Standing Applicants only)**

All other applicants please skip to Volunteer Activities section.

**Practicum Title/Role**, Agency/Organization, City, State Dates: Month Year to Month Year  
Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of total hours

### **Volunteer Activities with Social Welfare or Civic Organizations**

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**Volunteer Title/Role**, Agency/Organization, City, State Dates: Month Year to Month Year  
Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of total hours

### **Work Experience**

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**Your Title/Role**, Agency/Organization, City, State Dates: Month Year to Month Year  
Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of total hours

### **Leadership/Honors/Activities**

Please list any leadership, honors, or extracurricular activities below. For example:

- Dean's List, University of Utah, College of Social Work Fall 2010
- President, BSWSA January 2011-May 2011
- Paper published in Undergraduate Research Journal Spring 2011 Issue