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 is 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 can 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, and the GRE is not required for MSW. You can only apply to one MSW program option each year. Keep a PDF of your application prior to submission for future reference. Approximately every 2-3 years submitted and unsubmitted applications are archived 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.

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.*
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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>April 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>March 15</td>
</tr>
</tbody>
</table>

**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.

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**MSW Application Deadlines:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Deadline</th>
<th>Decision notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adv. Standing MSW deadline:</strong></td>
<td><strong>September 30 (11:59 pm MST)</strong></td>
<td>No later than January 15</td>
</tr>
<tr>
<td>(for following summer semester/ May start)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decision notification:</strong></td>
<td>No later than May 30</td>
<td></td>
</tr>
<tr>
<td><strong>DCFS Employee MSW deadline:</strong></td>
<td><strong>January 15 (11:59 pm MST)</strong></td>
<td></td>
</tr>
<tr>
<td>(for same year fall semester/ August start)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decision notification:</strong></td>
<td>No later than May 30</td>
<td></td>
</tr>
</tbody>
</table>

**2-year and all Part-Time MSW deadline:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Deadline</th>
<th>Decision notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 1 (11:59 pm MST)</strong></td>
<td>(for following fall semester/ August start)</td>
<td>No later than May 30</td>
</tr>
<tr>
<td><strong>Late applications are not accepted for any MSW program options.</strong></td>
<td></td>
<td></td>
</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. **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.

2. **Complete the Recommendations section** early to allow recommenders maximum time to submit their recommendations by the application deadline. 4 submitted recommendations (not letters) are required for application to the MSW Program.
   Be sure to 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.
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 selection; note the correct start Semester.

Current year program options update by Aug. 1

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

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: If you have non-consecutive attendance at an institution, list the earliest and last date. Example - Aug. 2007-May 2008 and Aug. 2010-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. It is easier to use semester or institution totals for GPA and GPA hours in place of 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.
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.

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) 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.).
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 already or they are on file there already – is that all I need to do?
**Do NOT send transcripts to the Office of Admissions or MSW for this purpose! You must 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.

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).

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.

I received a request for transcripts from the Office of Admissions and/or MSW after application submission
If you receive a request for transcripts from U of U Office of Admissions or MSW, 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.
GRE GMAT Scores
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 these important sections thoroughly!

Additional Information:
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. You cannot use classes with a grade below C, and you only need to have a 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 Recommendation section on the next page.
After reviewing the instructions, begin here to add providers.

**You must 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. Recruiters are welcome to contact the MSW office for help if needed.

**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 should be sent to MSW (see p. 12).

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**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 by your application deadline.

**Recommendation Provider List**

If you need to replace one recommender with another before application submission, delete and add here.

You can send a reminder to recommenders if recommendations have not been submitted within a reasonable amount of time.

If a recommender has not followed through after some time, you may want to 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:

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

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

Download and send mail the correct 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 check online rather than calling or emailing us.

**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 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.

**Early submission:** There is no priority benefit to submitting applications early. However, we do recommend that applications be submitted 30 days 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. 😊
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 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. You may see “Incomplete” or “Not Received” in your transcript status even if you have uploaded transcripts or had official transcripts sent to the Office of Admissions upon request. 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: Please email any documents that must be submitted after the application deadline directly to the MSW Program. If you upload any documents to your application after submission, including transcripts, you must notify both the MSW Program and Office of Admissions. The AY system and Office of Admissions do not notify MSW of post-submission uploads.

Admission decisions
Decision notifications are sent by email 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:

   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.

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.