

## Frequently Asked Questions

### What is the application deadline?

The application deadline depends on the program to which you are applying (see below). We will review complete applications that have been postmarked and submitted online by the deadline date. You may also drop off your application materials in person. Applicants requesting financial aid from the state or federal government must apply separately using forms and procedures of the UB Student Response Center. Visit [src.buffalo.edu](http://src.buffalo.edu) or call 1-866-838-7257 (toll free). Applicants interested in School of Social Work–administered scholarships should fill out the School of Social Work Scholarship Request Form available on our Web site.

Full Time Advanced Standing begins in Summer	Application deadline February 1
Full and Part Time Traditional begins in Fall	Application deadline March 1
Part Time Advanced Standing begins in Spring	Application deadline September 15

### Are there any exceptions or extensions to the deadline?

Late applications will be reviewed as program space permits. All decisions are final for that year.

### Is there an application fee?

There is a nonrefundable application fee of \$50.

### How will I know if my application is complete?

You assemble your own application file, including all required forms, transcripts, letters of reference, and your personal statement, and submit all application materials together. When the school receives your application materials, an e-mail will be sent to you indicating whether or not your application is complete and, if not, what is missing. You can access your online application, under checklist, to see what materials have been received.

### When should I request letters of recommendation?

It is a good idea to give your recommenders plenty of time to write letters (usually four weeks). Give them a deadline in advance of the application due date so that the letters will be received in time to be included with your application. Remember to fill out the Letter of Recommendation Forms, send one to each recommender, and ask each recommender to write his or her recommendation on official letterhead (or to supply a business address and phone number if he or she does not have letterhead), sign the letter, seal the letter and the Letter of Recommendation Form in an envelope, sign it across the seal, and return the sealed envelope to you. You will then send all materials, unopened, to us.

### When should I request transcripts?

It takes time for colleges and universities to process transcript requests. Make sure you request transcripts well in advance of the deadline.

### If I'm missing something from my application, can I fax it to your office?

No, we cannot accept any applications or supporting documents by fax.

### Will I need to take any entrance exams?

MSW applicants do not need to submit standardized test scores. Applicants to interdisciplinary programs have to take the standardized test required by the collaborating department or school.

**International applicants** whose first language is not English must submit Test of English as a Foreign Language (TOEFL) scores. The minimum score for the TOEFL iBT is 100. The minimum score for each section is 22. If your score on the speaking section is between 22 and 25, a phone interview may be required. Our former minimum scores (600 on the paper-based test and 250 on the computer-based test) would apply to tests taken before the implementation of the iBT. The test date must be within two years of the actual semester start date.

**What is a non-matriculated student?**

Non-matriculated students can be approved to take elective credits—up to 9 of which can be applied to the degree requirements if the student subsequently applies and is accepted into our MSW degree program. There is no application fee for non-matriculated students, but they need to pay the same tuition and fees as matriculated students when they enroll.

**What is advanced standing, and how do I know if I'm eligible?**

The advanced standing program is available to any student whose undergraduate degree was earned in social work or social welfare within the past six years. The overall degree GPA must be over 3.0. The undergraduate degree must have been accredited by the Council of Social Work Education at the time the degree was awarded. Persons who have degrees in fields other than social work are not eligible for advanced standing.

The advanced standing program is a 35-credit program, compared with the 60-credit traditional programs. Students with advanced standing status have the foundation courses waived, but they must take two required 3-credit courses during the semester preceding entry into their advanced year coursework.

**Can graduate credits earned through another graduate program be accepted as degree credits at the University at Buffalo?**

A maximum of 6 credit hours of elective coursework (3 credits for advanced standing) from an accredited graduate program in a field other than social work will be accepted from outside the School of Social Work as transfer credit to the MSW program. Transfer credit must be requested within six years of course completion, must be related to social work, and must be approved by the associate dean for academic affairs. Such coursework must have been taken for a letter grade and the student must have received a B or better in the course. Up to 31 credits earned in CSWE-accredited MSW program may be transferred.

**Does the UB School of Social Work grant course credit for life experiences?** No, the University at Buffalo School of Social Work does not grant social work course credit for life experience or previous work experience.

**Where do I send my application and what number do I call if I have questions?**

Office of Academic Affairs  
School of Social Work-Admissions  
University at Buffalo  
685 Baldy Hall  
Buffalo NY 14260-1050  
(716) 645-1274  
E-mail: [sw-admit@buffalo.edu](mailto:sw-admit@buffalo.edu)