

STEPS IN THE APPLICATION PROCESS

The UB School of Social Work has an applicant-managed application process. Applicants are asked to -

1. COMPLETE THE ONLINE PORTION OF THE APPLICATION

- Apply online through our interactive graduate application site - you can begin now and finish later. The application fee is \$50.00 payable by credit card after you submit your online application.
- Visit www.socialwork.buffalo.edu and follow links to particular program applications.
- Or go to www.gradmit.buffalo.edu and select the appropriate social work program you wish to apply for.
- To apply as a non-matriculated student use the same website, but choose non-degree status for your program
- In addition to the online application and fee, you must submit an application packet including three letters of recommendation with completed cover forms, a personal statement and all official transcripts from all colleges/universities you have attended.

2. SELECT YOUR RECOMMENDERS - Three letters of recommendation are required. Select persons who are best able to assess your potential for graduate-level academic work and for the profession of social work. You may use faculty advisors, classroom instructors, current or past employers, supervisors, or professional colleagues. Do not use personal friends or relatives. Provide each of your references with a Letter of Recommendation Form, which is available online through links on the online application. The letter of recommendation will be treated as confidential. However, you have the right to sign or not sign the waiver of right of access. Request that each of your recommenders write the letter on official letterhead (or provide a return address if letterhead is unavailable), attach it to the form, and return it to you in an envelope with signature across the seal. Note: faxed letters of reference will not be accepted.

3. WRITE YOUR PERSONAL STATEMENT - The "Guidelines for Writing the Personal Statement" are available on our website under how to apply. <http://www.socialwork.buffalo.edu/msw/apply.asp>

4. SEND FOR OFFICIAL ACADEMIC TRANSCRIPTS

You should request official academic transcripts from all educational institutions that you have attended at the undergraduate and graduate levels, except from the State University of New York at Buffalo. When requesting transcripts from previous schools, please make sure to indicate that you need an "official transcript". It is best to collect the transcripts yourself and send the sealed envelope to us in your application packet.

If you are still attending college, your current transcripts should be requested for review. After admission, you will need to provide final official transcript from your undergrad institution prior to the end of your first semester. Courses on a transcript without A-F letter grades (e.g., S, P) will be assigned a GPA value of 3.0 on a 4.0 scale. It is recommended that students currently completing BSW programs who are applying for full-time advanced standing request transcripts after their grades from the fall semester are available.

5. PAY THE APPLICATION FEE - The online application fee is \$50, payable online by credit card after you submit the application or mailed with your application packet to the school as check or money order in U.S. currency made out to "University at Buffalo." Do not send cash. Note: Applications cannot be processed without receipt of the fee.

COLLECT ALL YOUR SUPPORTING DOCUMENTS AND SEND ONE COMPLETE APPLICATION PACKET TO

Office of Academic Affairs
School of Social Work
University at Buffalo
685 Baldy Hall
Buffalo, NY 14260-1050

Completed applications must be postmarked by the application deadline. The most up to date application deadlines and requirements can be found on our website at www.socialwork.buffalo.edu.

International applicants whose first language is not English: You must submit Test of English as a Foreign Language (TOEFL) scores. The test date must be within two years of the actual semester start date. 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 will 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.

TEST SCORES - MSW applicants: No standardized tests are required. Applicants to interdisciplinary programs: You must submit scores from the standardized test or tests required by the non-social work department directly to that department.

The UBSSW does not grant social work course credit for life experience or previous work experience.