

# University of Alabama

## DSW Application Checklist

The School of Social Work dates for admission:

- **March 1st at 11:59pm:** Deadline for applications for fall term admission.
- **Note:** It takes 24-48 hours for the University Graduate School to process uploaded application materials. Applications with missing or incorrectly uploaded materials by the deadline date and time will not be forwarded to the School of Social Work for consideration.
- **Early-May:** Applicants receive admission decision notices.

All materials must be submitted to the Graduate School under “Managing Documents.”

### Application Materials Required by the School of Social Work:

- √ **An MSW Degree** • You must have an MSW from a CSWE accredited program to be considered. Master degrees from other disciplines will not be considered for admission.
- √ **3 Years of Post-MSW Experience** • Please note that there are no exceptions to this requirement.  
• To be considered as three years of post-MSW experience, applicants must have received their MSW degree in August, three years prior to their first semester in the DSW program (e.g. For the fall 2020 cohort, the MSW must have been received during or before August of 2017).
- √ **Current Social Work Placement** • You must have a paid or voluntary social work placement where you can apply assignments and your capstone project for the DSW.
- √ **Potential Interview** • Applicants may be asked to have a phone interview with a member of the DSW program committee.

### Application Materials Required by the University Graduate School (UGS):

- √ **Application Fee** • Graduate School Application plus fee (\$65 U.S Residents & \$80 International Students).  
• Some applicants may be eligible for a waiver of the application fee. Information about waivers can be found [here](#).
- √ **Letters of Recommendation** • Three letters of recommendation are required for all applicants.  
• At least two of these letters should come from professional sources (preferably from social workers, but not necessarily).  
• One may be an academic source (e.g. former professor or department head).  
• Applicants may choose to have all three references come from professional sources if an academic reference is not available.  
• All references are due/uploaded by the deadline (March 1<sup>st</sup> at 11:59pm) for your application to be complete and considered.
- √ **Transcripts** • For the application, only unofficial transcripts are required. It is not advised to request official transcripts from their institution at the time of applying to avoid delays in their transcripts being received, which may result in an incomplete application that will not be considered.  
• Upload an unofficial transcript for any institution of higher education at which you have completed 15 or more credit hours.

- If you attended a community college where you completed 15 or more credit hours and later transferred to a different institution to complete your undergraduate degree, the graduate school requires that you also include unofficial transcripts from the community college.
- **All** unofficial transcripts must be uploaded by the deadline (March 1<sup>st</sup> at 11:59pm) for your application to be complete and considered.

### International Transcripts

- International applicants: please make sure that your transcript includes a grading schemes. All others: please include a grading scheme if your university does not use a letter-based (e.g. A, A-, B) grading scheme.
- For international applicants from countries other than Canada, you will be required to have your transcripts undergo the [International Social Work Degree Recognition and Evaluation Service by the Council on Social Work Education](#). This must be completed before the deadline of March 1<sup>st</sup> at 11:59pm.

### √ Grade Point Average

- A grade-point average (GPA) of at least 3.0 on a 4.0 scale (overall) in your MSW program.

### √ Resume/CV

- A resume is required for the DSW application. Applicants who are currently working in academic settings may submit an academic CV in place of a traditional business resume.

### √ Statement of Purpose

- UGS requires a Statement of Purpose. However, the UGS general guidelines for writing the Statement of Purpose is different from the School of Social Work's instructions.
- Instructions for the DSW Statement of Purpose can be found [here](#).

### √ International Applicants

- Please note that the University Graduate School has additional requirements for international applicants. These requirements can be found [here](#).

**What is NOT Required:** A GRE Score; A writing sample separate from the Statement of Purpose.

### Tips for Success:

- Read all of the instructions! Some applicants are not considered because they didn't follow instructions.
- Write a Statement of Purpose that is engaging and stands out! (Again, read the instructions.)
- Do not wait until the day of the deadline to submit. If technical or other delays cause your materials to have a timestamp that is later than the March 1<sup>st</sup>, 11:59pm deadline, your application will not be considered.
- Contact your references early. References receive a link for their recommendation letter. Check to make sure they received it.
- It is your responsibility to make sure that your application is complete.
  - Do not ignore automated messages from UGS that let you know your application is still incomplete.
  - The School of Social Work does not contact applicants to remind them to upload documents or that the application is completed incorrectly.
  - Make sure that all of your materials are uploaded and labeled properly.
  - If something does not seem correct about your application, make sure you contact UGS or the School of Social Work.