THE UNIVERSITY OF ALABAMA | SCHOOL OF SOCIAL WORK

PHD PROGRAM APPLICATION CHECKLIST

Application Deadlines

- November 1 — All application materials must be received for Graduate Council Fellowship consideration. No separate fellowship application is required.
- February 1 — Regular PhD Program application deadline.

Apply Online: https://slate.ua.edu/apply/

- See UA School of Social Work Admission Requirements at https://catalog.ua.edu/graduate/social-work/phd/#requirementstext
- See UA Graduate School Admission Policy: https://catalog.ua.edu/graduate/about/academic-policies/admission-criteria/

Official Admissions Policies and Requirements

1. Eligibility Requirements

☐ MSW degree, OR separate, simultaneous applications to the UA MSW and PhD Programs for the Master's En Route Program (pursuing both degrees simultaneously).

☐ Recommended (not required): At least two years of social work employment experience after earning the MSW degree.

2. Required Application Materials

☐ Online application submitted through https://slate.ua.edu/apply/.

☐ Academic transcripts from previous institutions.

- International applicants: Ensure transcripts include a grading scheme.
- Other applicants: Include a grading scheme if the institution does not use letter grades (e.g., A, A−, B).

☐ Three letters of recommendation.

- At least one reference must be a university professor or social work scholar with personal knowledge of your intellectual and scholarly abilities.
- Applicants who have earned an MSW should include at least one letter from a former instructor in their MSW program.

☐ Statement of Purpose explaining why you wish to pursue a PhD in social work and your research interests (typically 900–2,250 words; no fixed length).

- Recommended topics: research interests; relevant research/practice experience; potential faculty advisors with PhD degrees; and long-term career goals.

☐ Evidence of scholarly writing ability (writing sample).

- Examples: a sole-authored journal or conference/workshop paper; research proposal; service program design; or course syllabus you wrote.

GRE scores are NOT required.

3. International Applicants

☐ Review and satisfy additional University of Alabama Graduate School requirements for international applicants: https://graduate.ua.edu/applicants/international-students/.

☐ Confirm that transcripts include grading schemes.

4. Application Fee and Free Application Week

The University of Alabama Graduate School administers graduate applications and application fees. It typically offers a Free Application Week in early October and does not consider individual fee waivers on a case-by-case basis.

☐ If planning to use Free Application Week, start the application online but wait to submit until the Graduate School announces its dates and details.

For fellowship consideration, all materials must still be received by November 1.

5. Final Review Before Submission

☐ Degree eligibility confirmed (or separate MSW and PhD applications planned).

☐ Online application completed.

☐ Transcripts and grading schemes included, as applicable.

☐ Three qualifying recommendation letters arranged.

☐ Statement of Purpose completed.

☐ Scholarly writing sample included.

☐ Additional international applicant requirements reviewed, if applicable.

☐ All materials arranged to arrive by November 1 (fellowship) or February 1 (regular admission).