

Brief Instructions for
MSW Application Checklist and Requirements List

School of Social Work, Missouri State University

A. Program and Campus:

- Applicants must check their application status for each of the following areas:
 - 1) Regular vs. Advanced Standing Program
 - 2) Full-time vs. Part-time
 - 3) Springfield vs. Joplin campus

B. Program/Requirements:

- For second and third checklist tables, applicants will only complete one of them, depending if they are applying for *Advanced Standing Program* (Checklist #2) or the *Regular Standing Program* (Checklist #3).

C. Checklists for All Applicants:

- All applicants will complete checklist tables #4 and #5 (*Liberal Arts Requirements* and *MSW Application Checklist*)
- For the *Liberal Arts Requirements* checklist, only five of the six area need to be completed.

D. Other Requirements or Notes:

- Personal Essay:
 - All applicants need to complete a personal statement essay that is 3 – 5 pages long and conforms with the instructions provided on the website and after completing the *on-line application system*.
 - This essay may be uploaded on the on-line application system or mailed or delivered to the school of Social Work directly.
 - Special Note: The on-line application system has reportedly not allowed the number of words needed to adequately paste in the whole essay and upload it with the application form. If this happens to you, please mail or deliver a hard copy to us with a note that you have also filled out an on-line application (*we are working to resolve this issue*).
- Saving the On-Line Application: There have been issues with the on-line application system not saving an application in the middle of its entry. We are working to resolve this issue as well, but in the mean-time, please do not start the on-line application unless you are able to finish it entirely. Report any problems to the social work dept secretary at 836-6953.
- Professional References:
 - Applicants should choose references who can speak to your potential to be a graduate student and a professional social worker. This should include your general personal maturity and readiness, ethical nature and interpersonal skills.
 - Therefore, applicants should include at least one reference who can certify each or both of the following areas: 1) Ability to succeed in graduate level coursework and interact effectively with classmates and professors in a classroom setting; 2) Ability to work positively in a helping role with real people, whether in a volunteer or paid setting.