

MSW APPLICATION FORM

Application Filing Fee - \$60 (Non-refundable)

PLEASE WORD-PROCESS OR PRINT

Date _____

APPLICATION – PART I

Note: To open an admission file in your name you must complete and submit **Part I (A, B, C and D)** of this application form and submit the application fee. Once Part I is received you will receive on-going communication about admission, financial aid, deadlines, etc. In addition, someone from the Admission Office will contact you as soon as Part I is received and will let you know what other materials, if any, have been received to date and what still remains outstanding in your admission application.

Part II of this application includes your autobiographical sketch, the four letters of reference, your transcripts and Field Placement Form. For those applying Early Admission, the Preliminary Financial Aid Form is also included in Part II. These materials may all arrive separately either before or after sending Part I; materials will be set aside until Part I is received. For those applying BSW Advanced Standing and Transfer Students, Part II also includes the Case Summary Face Sheet Form, Case Summary, and the Social Work Employment Experience Form. Materials can be sent by mail (Smith College SSW, Lilly Hall, Office of Graduate Enrollment, Northampton, MA, 01063), by email to sswapp@email.smith.edu, or faxed to (413) 585-7990. Confirmation of emailed or faxed materials will be sent within 48 business hours; if you do not receive confirmation, please re-send.

(Transfer Students are encouraged to call the Director of Admission at (413) 585-7962 to discuss their personal circumstances and appropriate supporting materials.)

Part I – Section A. Personal Information

I am applying: Early Admission Regular Decision

(Note: Early Admission applicants must submit all materials [see check list] by January 5; in turn you will receive a decision packet by the first week in February which will include your decision, the geography of your field placement and financial aid award if applicable. This offer must be accepted or declined within two weeks of receipt of the admission offer and cannot be deferred to the Regular Decision pool. If you have questions, please call the Office of Admission.)

I am submitting this application for consideration for admission to the Smith College School for Social Work and desire to be enrolled in the following program: MSW BSW Advanced Standing MSW Transfer Student

Legal Name in full _____
First Middle Last

*Gender _____

Former last name(s) if any _____

*Date of Birth: ____/____/____
Date Month Year

Preferred Mailing Address _____
Street and Number City State Zip Code

Permanent Address (if different from the above): _____
Street and Number City State Zip Code

Home Telephone (____) ____-____ Work Telephone (____) ____-____ Cell Phone (____) ____-____

Current E-Mail Address _____

(Important: email will be our primary mode of communicating with you about the status of your application; please be sure to include an email address which you will be checking regularly. If you have an auto-filter or spam blocker on your email, please be sure to authorize any email address ending in "smith.edu" and "email.smith.edu" so that our message can by-pass your filters.)

Are you now or have you served with any branch of the United States military?

No Yes (Those responding yes may be considered for the SCSSW Scholarship for Military Personnel. Please contact the School for more information or visit our website at www.smith.edu/ssw)

Are you a citizen of the U.S.?

No Yes

If not a U.S. citizen, are you a permanent resident?

No Yes

If you are a Permanent Resident, what is your Alien Registration Number? _____

If you are neither a U.S. citizen nor a Permanent Resident, of what country are you a citizen? _____

Country of Birth: _____

***Social Security Number** _____ - _____ - _____

(Social security numbers are not required but are helpful in ensuring accurate matching of documents.)

***Smith College seeks students of all racial and ethnic groups. If you wish to identify yourself as a member of a racial or ethnic group, please indicate below. If applicable, you may check more than one box. We invite you to be specific.**

- | | | |
|---|---|---|
| <input type="checkbox"/> Asian/Asian American _____ | <input type="checkbox"/> Hispanic _____ | <input type="checkbox"/> Native American/American Indian/Alaskan Native _____ |
| <input type="checkbox"/> Black/African American
(not Hispanic) _____ | <input type="checkbox"/> Latino/a _____ | <input type="checkbox"/> Tribal affiliation _____ |
| <input type="checkbox"/> Caucasian/White (not Hispanic) | <input type="checkbox"/> Chicano/a Mexican-American | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Puerto Rican | |
| | <input type="checkbox"/> _____ | |

***Dependent Child(ren), age(s)/gender(s)** _____

(*Optional information, not required for consideration of application.)

Are you fluent in any language other than English? Yes No **If yes, what language(s)** _____

Part I – Section B. Academic and Professional Training

A transcript is required from all institutions from which you have received, or will receive a transcript. If you transferred credit from one school to the college from which you received your degree, the final transcript should not only include the courses, credits and grades from the degree granting courses, but also the courses, credit amounts and grades from the transfer college. If the course titles, credits and grades are not included on the final degree granting college transcript, you must also request a transcript from the college from which transfer credits were obtained.

(Please note: this application does not require the GRE or the MAT. If you have taken these tests and would like to submit them with your application you are welcome to do so but you are not obligated and the vast majority of applicants do not submit these scores.)

Do you have or are you in the process of completing your Bachelor's Degree in Social Work (BSW)? yes no

PLEASE PRINT (or attach word-processed page)

Undergraduate college or universities attended:	NUMBER OF YEARS ATTENDED	FROM		TO		SUBJECTS		DEGREES AND DATES
		MO.	YR.	MO.	YR.	Major	Minor	
Graduate or professional:								

Distinctions, honors, awards, or other noteworthy accomplishments:

If you have applied for admission to any other school, please indicate the names of the institutions and status of your applications.

Do you plan to apply for financial aid from Smith? yes no

How did you hear about Smith? _____

Part I – Section C. Work/Volunteer Experience

Please attach a *detailed* resume that outlines your paid and volunteer experiences; include both human service related endeavors and non-human service related work; **two (2) copies are required.**

Your resume should include the following categories if they apply:

- Your full name/address/phone/email
- Education: College(s) attended; degree(s) received and year in which the degree(s) was received
Academic Awards – date award was received and brief description of award criteria
- Paid Work Experiences:
Dates worked (from – to); approximate number of hours/weeks worked; your title, primary duties/responsibilities;
name and title of your supervisor
- Volunteer Experiences:
Dates worked (from – to); approximate number of hours/weeks worked; your title, primary duties/responsibilities;
name and title of your supervisor
- Other Awards or Other Relevant Information

(Please note, if you are accepted and elect to attend Smith, this resume will be shared with the field agency to which you are assigned.)

Part I – Section D. References

Please list below the names of those from whom we may expect to receive references. Indicate the capacity in which each reference has known you. Four professional and/or academic references are required of each applicant.

Reference Name	Relationship:	# Years he/she has known you:
1.		
2.		
3.		
4.		

(Please note – Because agencies often times ask for a background check, applicants are encouraged to consult with the social work registry board of your state regarding any restrictions to practicing social work should you have a criminal record.)

I certify that the admission materials I provide are the result of my own work and represent information which is complete and accurate. I understand that the material submitted in connection with this application will be used for admissions selection and/or by faculty for academic and field work planning.

Signed: _____ (If this form is being submitted electronically please forward a signed copy of this page to the school)

The \$60 application filing fee: is enclosed will be sent by mail with a signed copy of this page

Need More Information?

Please do not hesitate to call or write the Office of Admission. Or, if you prefer, we can connect you with an alumna/us or current student.

I would like the name of a current student in my area to contact.

I would like the name of an alumna/us in my area to contact.

Admission material for those who are accepted and enroll in the School is subject to the regulations of the 1974 Family Education Rights and Privacy Act.

APPLICATION – PART II

Part II: Part II includes the submission of your **Autobiographical Sketch**, your **4 letters of reference**, **official transcripts** and your **Field Placement Form**. (If you are applying Early Admission, your Preliminary Financial Aid Form is also included in Part II.) For those applying BSW Advanced Standing or as Transfer students, also submit the Case Summary Face Sheet Form, Case Summary, and the Social Work Employment Experience Form. These materials may all arrive separately either before or after sending Part I. Materials can be sent by mail (Smith College SSW, Lilly Hall, Office of Graduate Enrollment, Northampton, MA, 01063), by email to sswapp@email.smith.edu, or faxed to (413) 585-7990. Confirmation of emailed or faxed materials will be sent within 48 business hours; if you do not receive confirmation, please re-send.

Autobiographical Sketch

An autobiographical sketch is required of all applicants. This sketch should describe those relationships and experiences (personal, political, social, familial, professional, therapeutic and educational) which you feel have developed your interest in, and readiness and suitability for the professional practice of social work. If you have experienced any major challenges in your lifetime, please comment on them and describe strategies you used to resolve or address them. What contributions do you hope to make as a professional clinical social worker? (Autobiographical sketches should be **word-processed** and **double-spaced**; on average they run 6-8 pages.)

Statement of Use

If an applicant enters the program, the autobiographical statement becomes part of the student's confidential file which is available to faculty for educational planning purposes only.

Admission material for those who are accepted to and enroll in the School is subject to the regulations of the 1974 Family Education Rights and Privacy Act.

MISSION STATEMENT:

The mission of the Smith College School for Social Work is to advance the aims of the profession through education for excellence in clinical social work practice and through the development of knowledge.

STATEMENT OF ANTI-RACISM:

Smith College School for Social Work has committed itself to becoming an anti-racism institution. The School pledges to overcome racism in all of its programs. All programs are expected to monitor and report on their anti-racist efforts to the Anti-Racism Consultation Committee.

NOTICE OF NONDISCRIMINATION:

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. Smith College does not discriminate in its education and employment policies on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act. The Smith College School for Social Work's admission policies and practices are guided by the same principle, concerning applicants to its graduate program. The following office has been designated to handle inquires regarding the nondiscrimination policies: Director of Institutional Diversity, College Hall #31, (413) 585-2141.

