Advance Standing (BSW) Application Deadline: **February 1**
Non-BSW Application Deadline: **March 1**

**PLEASE TYPE OR PRINT CLEARLY**

Master of Social Work (MSW) Degree Program Track (check only one):

**USI Campus**

- □ Full-time two-year track (non-BSW)
- □ Full-time one-year advanced standing track (BSW) *
- □ Part-time two-year advanced standing evening track (BSW) *

Complete Legal Name ____________________________________________
Last ___________________________ First ___________________________ MI. _______

Name(s) appearing on transcripts if different from the applicant’s current name
____________________________________________________________________________

Social Security Number ___________ Student ID Number ___________
*(Social Security Number is required to complete the Zachary Law Check) (USI Students Only)*

Local Address _________________________________ Street Address _________________________________
City ___________________ State ________ Zip ______

Permanent Address _________________________________ Street Address _________________________________
City ___________________ State ________ Zip ______

Home Phone Number _________________________________ Work Phone Number _________________________________ Ext. ______

Cell Phone Number _________________________________ E-Mail Address _________________________________

The information in this section is requested solely for the purpose of reporting data to the Council on Social Work Education and determining compliance with federal civil rights laws. Your response to the following questions is completely voluntary and will not affect consideration of your application.

Birth date ________/_______/_______ Country of Citizenship _________________________________

Sex:    Male______    Female______

Race/Ethnicity:        Asian American
        American Indian
        Alaskan Native
        Other U.S. Minority
        Hispanic/Latino/Spanish American
        Foreign (in U.S. on student visa)
        African American
        White
        Unknown

* Both **advanced standing tracks** require a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited program.
EDUCATION

List in the order attended all colleges and universities including undergraduate and graduate work. Send official transcripts from all institutions attended to the Office of Graduate Studies. (Students do not have to submit transcripts from the University of Southern Indiana). If currently enrolled, submit transcripts upon completion and posting of fall semester grades.

<table>
<thead>
<tr>
<th>Name &amp; Location of University</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree Awarded</th>
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PREREQUISITE REQUIREMENTS

Prerequisites: Applicants must complete prerequisite courses with a grade of C or better. Minimum of 24 hours (eight courses) of social/behavioral sciences:

- Introduction to psychology course or its equivalent;
- Introduction to sociology course or its equivalent;
- Social work, psychology, sociology or other social science research methods course;
- Social work, psychology, sociology or other social science statistics course;
- Four courses from any of the following disciplines: social work, psychology, anthropology, sociology, criminal justice, gender studies, political science or economics.

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<thead>
<tr>
<th>Title (Course #)</th>
<th>College/University</th>
<th>Semester/Year Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Intro to psychology</td>
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<td>Intro to sociology</td>
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<td>Research methods</td>
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<td>Statistics</td>
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HONORS, AWARDS, AND SCHOLARSHIPS

Academic honors, awards, certificates, or honorary scholarships:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
PROGRAM STANDING

If you have attended a professional and/or graduate program at any institution of higher education, please indicate if you were ever dismissed from that program.

_______ I was dismissed            ___________ I was not dismissed

If dismissed, please state reason(s) why:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

ACADEMIC FIELD EXPERIENCES

Indicate degree program where internship or placement was completed (i.e. social work, psychology, sociology):

________________________________________________________

List field placements below:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
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EMPLOYMENT

List all employment, if extensive submit a resume:

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<thead>
<tr>
<th>Occupation</th>
<th>Employer</th>
<th>Location</th>
<th>Dates</th>
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List social work or related volunteer activities:

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<th>Duties</th>
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**REFERENCES**

Students are encouraged to review the reference form and request three references from individuals who will be able to answer a majority of the questions asked.

**Advanced-standing (BSW) applicants** include a reference from:
1. Faculty member;
2. BSW field instructor;
3. Another professional (e.g. employer, volunteer director, graduate social worker) that has observed your work/volunteer performance.

**Non-BSW applicants**, include a reference from:
1. Faculty member;
2. Internship director (if applicable);
3. Another professional (e.g. employer, volunteer director, graduate social worker) that has observed your work/volunteer performance.

Non-BSW applicants without internships please select a faculty member or another professional as a third reference.

*If providing references from alternative professionals from those listed please include a brief memo stating justification.*

List names and addresses of your three professional references:

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<tr>
<th>Name</th>
<th>Address</th>
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<th>Phone #</th>
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CRIMINAL HISTORY*

Have you ever been convicted of a felony? _____ Yes     _____ No

*(Information necessary for license application)*

Have you been convicted of a misdemeanor? _____ Yes     _____ No

*(Information necessary for license application)*

Have you been convicted of a sex offense against children? _____ Yes     _____ No

*(Requirements of Indiana P.L. 11-1994)*

Final admission to the program is contingent upon the completion of a satisfactory criminal record check (due prior to beginning classes in the fall). Once admitted to the program students will be required to submit criminal history checks prior to beginning of each field placement.

Public Law 11-1994

In order to fully comply with Indiana Public Law 11-1994 (conviction of sexual offenses against children), the Social Work Department will conduct a criminal history check of students requesting admission to the Master of Social Work Program. This check will be conducted at the point of admission and upon entering each field placement. A student who has been convicted of sex offenses against children as identified in P.L. 11-1994 will not be granted admission to or allowed to continue in the Master of Social Work Program.

Individuals who were convicted of such crimes outside of the state of Indiana are required to report their intent to reside for more than seven days in an area within Indiana to local law enforcement authorities having jurisdiction in the area of intended residence.

I certify that I have never been convicted of a sex offense against a child in Indiana or in any other jurisdiction outside of Indiana. I am aware that the Social Work Department will conduct a criminal history check as outlined in P.L. 11-1994 as part of the admission process and field placement process for the Social Work Program. I am aware that any such conviction will result in my removal from the Master of Social Work Program. I understand it is my responsibility to correct any errors in the registry that result in my name being incorrectly listed in the registry, and provide verification of such correction to the University prior to any further consideration of admission to or continuance in the Master of Social Work Program.

Signature:_________________________________            Date:_____________________

* NOTE: Acknowledgment of criminal activity, (except P.L. 11-1994), is not automatic grounds for denial of an application. The admissions committee realizes that many people go into fields such as social work after facing and dealing with their own personal life issues. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to: 1) succeed in a rigorous program of study; 2) deal with people as an effective, helping professional; and/or 3) conform to the standards and expectations of the profession.
PERSONAL STATEMENT

This personal statement provides you the opportunity to describe yourself, qualities beyond academic grades that make you ideally suited to be a clinical social worker. We are looking for thoughtful, honest, yet professional narratives, demonstrating excellent writing skills, critical thinking, insightfulness, self-awareness, in comprehensive yet parsimonious responses. Please provide a well organized, typewritten, double spaced narrative of no more than three pages that addresses the following topics:

- **Brief autobiographical sketch** - Discuss your life up to now: your family, friends, home, work and community. We are mostly interested in those experiences most relevant to your career goals; keep in mind this is a professional statement. – 1 page limit

- **Values** - Describe the ways that your personal values, beliefs, and interests are congruent with the mission and philosophy of social work. – Approximately 1/2 page

- **Strengths/challenges** - Considering the demands of graduate education and clinical social work practice, what would you consider are your strengths, areas needing improvement, and possible challenges? How might you build on your strengths, address challenges? – Approximately 1/2 page

- **Diversity** - Have you been in a situation(s) when you had to deal with differences in age, race, disability, ethnicity, gender, religious or sexual orientation? Based on your experience, how do you plan to work with diverse and vulnerable people? – Approximately a paragraph

- **Experiences** - What experiences have allowed you to develop the skills necessary to be an effective social worker? – Approximately a paragraph

- **Summary** - Provide a final summary of your statement, highlighting what you consider are the most important points of your essay for the admission committee to know about your application to the MSW Program. – Approximately a paragraph

EVALUATION

Admission into the MSW Program is competitive, with decisions based on:

- Demonstrated academic competency through previous work;
- A commitment to social work values and ethics;
- A basic understanding of the social work profession;
- Emotional maturity, stable mental/emotional processes;
- Excellent writing skills: all written materials submitted are evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas;
- Critical thinking and analytic ability, including evidence of good judgment;
- Relevant internship experiences, work and/or volunteer experience;
- Successful completion of required prerequisite courses;
- Potential to develop into a sound professional social worker;
- References provide meaningful and sincere answers to the majority of the questions asked on the reference form;
- A personal interview may be required if clarity is needed.
The MSW Admission Committee reviews completed applications, making admission decisions within 30 days of the deadlines (see MSW Application Requirements & Instructions, found on the USI MSW website). Applications received or completed after the deadlines are processed as time permits and offered admission, if accepted, on a space-available basis.

A finished application:

1. Completed **Graduate Studies Application**, payment of $40 fee, and deemed *eligible* or *conditionally eligible* for graduate work at USI;
2. **MSW Application Packet**, mailed or delivered in person with the following materials in a large manila envelope:
   - Original plus one copy of the **MSW Application Form**, signing/dating all copies;
   - Original plus one copy of the **Personal Statement**;
   - Three **references** in signed/sealed envelopes;
   - A signed copy of an **internship evaluation** of your performance in a social work field or related internship. **Advanced-standing (BSW) applicants** must submit their final field internship evaluation form. **Non-BSW applicants** with internships submit a final evaluation of their performance or a signed memo stating they have not done a formal undergraduate internship in their major.

Students can check the status of their application by emailing admission staff at USI.MSW@usi.edu.
CERTIFICATION

THIS APPLICATION IS INCOMPLETE UNLESS SIGNED BY THE APPLICANT

I understand that failure to submit all required materials, withholding information requested on this form, or giving false information may make me ineligible for admission to the MSW Program at the University of Southern Indiana or subject to dismissal. I certify that the statements I have made on this form are correct and complete.

SIGNATURE_____________________________________   DATE________________________

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state nondiscrimination and Equal Opportunity laws, orders, and regulations related to race, sex, religion, handicap, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Additionally, in accordance to the NASW Code of Ethics, the Social Work Department does not discriminate in regards to sexual orientation, political preference, or English as a second language. Questions or concerns should be directed to the Affirmative Action officer, USI Human Resources Dept., FA 166, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712 (Telephone: 812/464-1770). Office hours are 8 a.m. – 4:30 p.m. Monday-Friday.

USI students with disabilities can receive accommodation assistance through the University Counseling Center. More information is available at http://www.usi.edu/disabilities or in the Counseling Center, Rm 1051 of the Orr Center; phone 812/464-1961, or TDD 812/465-7072.
MASTER OF SOCIAL WORK REFERENCE
Application Deadline: March 1
(Advance Standing Application Deadline: February 1)

TO BE COMPLETED BY THE APPLICANT

Name of Applicant______________________________________________________________

Name of Reference______________________________________________________________

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you are admitted to the Master of Social Work Program, you will be accorded access to its contents unless you voluntarily waive your right of access.

Notice of Waiver
I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. (You must sign and indicate whether or not you wish to waive your right of access.)

___________ I would like to have this reference written in confidence, and I, therefore wish to waive my right of access to this reference.

___________ I wish to retain rights of access should I be admitted to the MSW Program.

Signature________________________________________ Date____________________

TO THE EVALUATOR
The applicant listed above has selected you as a reference. Completion of this form and a frank assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Under the 1974 Family Education Rights and Privacy Act, the applicant will have access to this recommendation unless he/she has waived that right.

The MSW degree involves an intensive program of graduate study with an expectation that the applicant will have a commitment to a professional career of serious responsibility. Sound intelligence, good judgment, and the ability to think clearly and communicate effectively are vital qualifications. Equally important are basic interpersonal skills, exemplified by good relationships with others. Emotional stability and maturity appropriate for advanced social work clinical practice are essential. Motivation to enter the field of social work should include an awareness of social issues as well as a deep concern for people.

Please answer the questions on the form as fully as possible. After completing the attached form and reference letter (optional), please place both in an envelope, seal the envelope, and sign it across the seal. Return the signed, sealed envelope to the applicant well before the deadline indicated. Typing is preferred but not required. Thank you for your assistance.

Sincerely,

Vaughn DeCoster, MSW, PhD, ACSW, LCSW
Director, MSW Program & Admissions
vadecoster@usi.edu

1 Advance standing applicants must have earned a BSW degree within the last five years from a CSWE accredited program.
You may write comments about the applicant below or attach a letter of reference (optional, not required). Include information regarding how long and in what capacity you have known the applicant. Emphasize the applicant’s strengths and challenges as a potential professional social worker.

Utilizing the table below, please evaluate the applicant in each category.

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COMMENTS:

RECOMMENDATION:  
☐ Yes, I highly recommend this applicant for admission.
☐ Yes, I recommend.
☐ Yes, I recommend with reservation.
☐ No, I do not recommend for admission.

Signature___________________________________________________  Date _______________
Agency/Organization______________________________________________________________
Title/Position____________________________________________________________________
Telephone Number_______________________________________________________________

Please sign and place in a sealed envelope and return to the applicant.
MASTER OF SOCIAL WORK REFERENCE
Application Deadline: March 1
(Advance Standing\(^1\) Application Deadline: February 1)

TO BE COMPLETED BY THE APPLICANT

Name of Applicant______________________________________________________________

Name of Reference______________________________________________________________

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___________ I wish to retain rights of access should I be admitted to the MSW Program.

Signature________________________________________________ Date_____________________

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Sincerely,

Vaughn DeCoster, MSW, PhD, ACSW, LCSW
Director, MSW Program & Admissions
vadecoster@usi.edu

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**COMMENTS:**

**RECOMMENDATION:**

- [ ] Yes, I highly recommend this applicant for admission.
- [ ] Yes, I recommend.
- [ ] Yes, I recommend with reservation.
- [ ] No, I do not recommend for admission.

Signature___________________________________________________  Date _______________

Agency/Organization______________________________________________

Title/Position____________________________________________________________________

Telephone Number_______________________________________________________________

Please sign and place in a sealed envelope and return to the applicant.
TO BE COMPLETED BY THE APPLICANT

Name of Applicant______________________________________________________________

Name of Reference______________________________________________________________

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you are admitted to the Master of Social Work Program, you will be accorded access to its contents unless you voluntarily waive your right of access.

Notice of Waiver
I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. (You must sign and indicate whether or not you wish to waive your right of access.)

___________  I would like to have this reference written in confidence, and I, therefore wish to waive my right of access to this reference.

___________  I wish to retain rights of access should I be admitted to the MSW Program.

Signature________________________________________________  Date____________________

TO THE EVALUATOR

The applicant listed above has selected you as a reference. Completion of this form and a frank assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Under the 1974 Family Education Rights and Privacy Act, the applicant will have access to this recommendation unless he/she has waived that right.

The MSW degree involves an intensive program of graduate study with an expectation that the applicant will have a commitment to a professional career of serious responsibility. Sound intelligence, good judgment, and the ability to think clearly and communicate effectively are vital qualifications. Equally important are basic interpersonal skills, exemplified by good relationships with others. Emotional stability and maturity appropriate for advanced social work clinical practice are essential. Motivation to enter the field of social work should include an awareness of social issues as well as a deep concern for people.

Please answer the questions on the form as fully as possible. After completing the attached form and reference letter (optional), please place both in an envelope, seal the envelope, and sign it across the seal. Return the signed, sealed envelope to the applicant well before the deadline indicated. Typing is preferred but not required. Thank you for your assistance.

Sincerely,

Vaughn DeCoster, MSW, PhD, ACSW, LCSW
Director, MSW Program & Admissions
vadecoster@usi.edu

1 Advance Standing: Students must have earned a B.S.W. degree within the last five years from a CSWE accredited program.
You may write comments about the applicant below or attach a letter of reference (optional, not required). Include information regarding how long and in what capacity you have known the applicant. Emphasize the applicant’s strengths and challenges as a potential professional social worker.

Utilizing the table below, please evaluate the applicant in each category.

<table>
<thead>
<tr>
<th></th>
<th>Unable to Judge</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td>Level of maturity</td>
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<td>Intellectual ability</td>
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<td>Emotional stability</td>
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<td>Communication skills: written</td>
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<td>Communication skills: verbal</td>
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<td>Responsibility</td>
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<td>Understanding of self</td>
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<td>Ability to respect and work with diverse populations</td>
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<td>Ability to work with others</td>
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<td>Ability to analyze a problem &amp; develop a solution</td>
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<td>Willingness to accept direction and/or supervision</td>
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<td>Commitment to social work values and ethics</td>
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<td>Critical thinking skills</td>
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<td>Understanding of the social work profession</td>
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</table>

COMMENTS:

RECOMMENDATION:  
☐ Yes, I highly recommend this applicant for admission.
☐ Yes, I recommend.
☐ Yes, I recommend with reservation.
☐ No, I do not recommend for admission.

Signature___________________________________________________  Date _______________

Agency/Organization____________________________________________________________________

Title/Position____________________________________________________________________

Telephone Number_______________________________________________________________

Please sign and place in a sealed envelope and return to the applicant.