

Master of Social Work (MSW) Program
School of Social Work
College of Health and Public Affairs

Admission Requirements and Informal Checklist

Thank you for your interest in our MSW program! If you have made the decision to apply, **the first step is to read** the official MSW program and admissions information in the current Graduate Catalog. This is where applicants will find the most current updates for application deadlines, admission requirements and more.

Navigating to the Graduate Catalog:

1. Go to the current “Graduate Catalog - Social Work MSW” website page at:
[http://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1436&program=Social Work MSW](http://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1436&program=Social%20Work%20MSW).
2. Go to “Program TRACKS” on the left side of the page to find out which track(s) you are eligible to apply for, and when each track is offered.
3. Click on the MSW program track that you’ve decided is right for you (full-time, part-time, advanced standing, etc.). *Please note that applicants who are admitted to the MSW program will no longer have the option of switching to a different program track.*

You are now ready for the “**First Step**” – **which is to READ** all the information about the program track that you’ve decided to apply for. Pay special attention to the “Application Requirements” section which will provide detailed information about each required supporting application document that **must be submitted to complete your application**.

The following is an informal *application checklist* that can be used as a personal worksheet to ensure that your application is complete, **but using the checklist below is optional**. *This checklist is for your information only and is NOT a required application document.*

Application Checklist worksheet:

- Choose the MSW program track you will apply for** (full-time, part-time, etc.). *Applicants will not have the option to switch tracks if admitted.*
- Review the degree and admission requirements for your track.** *See Graduate Catalog and FAQs.*
- Six Required Prerequisite Courses - review any past and current transcripts for proof of completion.** *See Graduate Catalog and FAQs.*
- Submit the online UCF general graduate application and fee.** *We will not have access to your application file until the application fee is paid. We recommend that you submit the application and fee first before submitting transcripts.*
- Request one Official Transcript from each college/university attended.** *We recommend that you order the official transcript(s) in paper copy which must be sent directly to the **College of Graduate Studies**. Please submit your general application before sending transcripts. See Graduate Catalog.*
- Submit an up-to-date Résumé.**
- Submit your Professional Statement.** *See Graduate Catalog.*
- Submit your Writing Sample.** *See Graduate Catalog.*
- Request three current Letters of Recommendation.** *See Graduate Catalog.*
- Applicants applying to this program who have attended a college/university outside the United States - must provide a course-by-course credential evaluation with GPA calculation.**

Credential evaluations are accepted from [World Education Services \(WES\)](#) or [Josef Silny and Associates, Inc.](#) only.

Application Review: The MSW Application Review Committee typically begins reviewing MSW applications in November or December for the following summer and fall admissions year. Students' applications will be reviewed *only* when the application is **considered "Complete" by the UCF Office of Graduate Studies, AND, is also considered "Complete" according to the MSW program detailed admission requirements as stated in the current Graduate Catalog.** Applicants will be contacted by email from the UCF Office of Graduate Studies with the final decision.

The Master of Social Work program can accommodate only a limited number of students; therefore there is a possibility of being denied admission even when all criteria are met.

To be accepted into and retained in the program, students are expected to demonstrate initiative, dependability, social concern, self-awareness, appreciation for diversity in others, problem solving ability, ease in relating with others, skill in writing and speaking, and professional ethics.

The School of Social Work reserves the right to refuse student entrance or terminate a student after admission to the MSW program if, in the judgment of the faculty, the student demonstrates behaviors incongruent to working in the field of social work and the National Association of Social Workers (NASW) Code of Ethics.