

# MSW Admissions Guidelines

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## **LETTER FROM THE ASSISTANT DEAN**

Dear Applicant:

Thank you for your interest in the Silver School of Social Work at New York University. Our Master of Social Work program offers you preparation for a rewarding and challenging career serving others and promoting social justice. Today, there are many opportunities granted to social workers who have the knowledge and skills necessary to assist individuals, couples, families, groups and communities – all of which contribute to our society's quality of life. We at Silver are pleased that you are considering social work as a career and that you are considering the Silver School in your educational plans.

The Admissions and Enrollment Services Office is here and ready to assist you. You may call, e-mail, or meet with us to discuss your educational and professional goals.

If you have any questions about the enclosed material or about the online application (which can be found at: <http://socialwork.nyu.edu/admissions/msw/msw-application-deadlines.html>), please call 212-998-5910 or e-mail [silver.admissions@nyu.edu](mailto:silver.admissions@nyu.edu).

We look forward to receiving your application.

Respectfully,



Robert Sommo, MA  
Assistant Dean, Enrollment Services

# **NYU ONLINE APPLICATION SYSTEM**

## **ACCOUNT CREATION / APPLICATION LOG IN:**

Please create a user account or log-in to the application system at:

<https://apply.socialwork.nyu.edu/apply/?SR=3be87eae-15da-4387-9e32-34d03651eef9>

Our application system is supported by most web browsers and devices; however optimal user experience is offered through using the Chrome web browser.

## **SUBMITTING THE APPLICATION:**

- MSW application deadlines are posted here:  
<http://socialwork.nyu.edu/admissions/msw/msw-application-deadlines.html>.
- There is an application fee of \$60. You will be required to pay the application fee once you have answered all questions and upon submission of your application.
- You do not need to wait to submit your application until your online recommendation and unofficial transcripts have been received.
- When you have completed your application, please make sure to officially submit it by pressing the “Submit Application” button on the Review page of the online application.
- We strongly encourage you to complete and submit your application prior to the posted deadlines. Early submission will allow us to quickly have your completed application evaluated by the Admissions Committee.
- You are allowed to submit your application before the Silver School receives your letters of recommendation or copies of your unofficial transcripts. It is in your best interest to stay aware of what materials remain outstanding and facilitate their submission.
- Applications that are incomplete will not be evaluated until everything has been received.
- You will be contacted if any materials are missing from your application. You are encouraged to log back into the application at any time and view your current application status.
- Please be aware that an application is not considered “on-time” until all items have been received (including letters of recommendation and transcripts). If you are unable to submit all materials on time, you should make every effort to get us the missing pieces as quickly as possible after the deadline.
- Please direct specific questions about the application process or technical difficulties to our office at [silver.admissions@nyu.edu](mailto:silver.admissions@nyu.edu).

## **MSW GENERAL REQUIREMENTS FOR ADMISSION**

- A baccalaureate degree from an accredited college or university is required (or the US equivalent with an approved, professional credential evaluation)
- Applicants should have a broad liberal arts background that includes study in the social, behavioral, and biological sciences with a minimum of 60 liberal arts credits.
- Course work relating to diverse cultures, social conditions, and social problems is favorably considered. Although, academic credit is not given for life experience in lieu of field education or course requirements.
- A strong academic record and demonstrated intellectual capacity for graduate education.
- An ability to think logically and conceptually and to formulate mature judgments.
- Excellent writing and verbal communication skills.
- Knowledge of the field and evidence of a commitment to social work as a profession.
- Indications of motivation and readiness for social work education include related work or volunteer experience; undergraduate or graduate coursework in the social sciences, behavioral sciences or social work. When these are lacking, weight is given to the applicant's involvement in community activities or participation in organizations committed to humanistic values.
- Evidence of emotional maturity, concern for people, and capacity for self-awareness and personal growth.
- Demonstrated concern and commitment to the values underlying professional social work.
- Respect for diversity
- The GRE is NOT required.

# **PROGRAM-SPECIFIC REQUIREMENTS**

## **TWO-YEAR PROGRAM:**

- MSW General Requirements for Admission apply (see page #4)

## **TWO-YEAR PROGRAM @ SHANGHAI:**

- MSW General Requirements for Admission apply (see page #4)
- Ability to study and work in multicultural environments.
- First year is in Shanghai and the second year is in New York.
- If your first language is not English, you must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Systems (IELTS) exam (see page 8 for additional information).
- Applicants must also answer an additional Statement of Purpose question.

## **16-MONTH ACCELERATED:**

- MSW General Requirements for Admission apply (see page #4)

## **ADVANCED STANDING:**

- MSW General Requirements for Admission apply (see page #4)
- Applicants must have earned a Bachelor of Social Work degree from a Council on Social Work Education-accredited institution within the last five years.
- Applicants that will have a Spring 2019 field placement are advised to wait and submit their application by the third deadline. As specific letters of recommendation are required for this program (see below), this delay will allow the recommenders sufficient time to speak to the applicants' abilities.
- Applicants must additionally submit:
  - A Practice Statement following the specific listed instructions on page 16.
  - An Advanced Standing Practicum Evaluation form. This form will need to be filled out and submitted by your recommender.
  - Specific letters of recommendation -
    - Recommendation #1 – Must be from your undergraduate social work faculty adviser.
    - Recommendation #2 - Must be from the field instructor of your most recent undergraduate field placement.
    - **NOTE:** These letters may also count as two of the three total required references.

**EXTENDED:**

- MSW General Requirements for Admission apply (see page #4)

**EXTENDED ONE-YEAR RESIDENCE (OYR):**

- MSW General Requirements for Admission apply (see page #4)
- Applicants to this program must currently provide continuous direct services to clients under the supervision of an MSW social worker, a psychologist (PhD), or a psychiatrist for at least the last two years.
- Applicants must be currently employed in a social work agency.
- Applicants will be required to supply a reference from their supervisor at this agency.
- Applicants must also submit:
  - A Practice Statement adhering to the specific listed instructions (see page 17)
- **NOTE:** Prior to the start of your third year of the Extended OYR Program, you must submit your employment-based field learning (EBFL) application in order to begin your field placement at your agency of employment. Although your field placement must be at the same agency where you are currently employed (you may not change agencies in your third year). The EBFL application must be approved by the Director of Field Learning to ensure the appropriateness and quality of the third-year placement.
- **NOTE:** During your third-year residency field placement, you must be supervised by a qualified (three years post-MSW, SIFI-trained) social worker who has not supervised you in the past.

**32-MONTH PROGRAM FOR WORKING PROFESSIONALS:**

- MSW General Requirements for Admission apply (see page #4)
- Applicants must have at least three years of professional or business experience working with people.
- Only first-year MSW applicants will be considered.
- Applicants must also answer an additional Statement of Purpose question.

### **TRANSFER STUDENTS:**

- MSW General Requirements for Admission apply (see page #4)
- Successful completion of a comparable first-year, full-time master's curriculum (including field placement) at a Council on Social Work (CSWE) accredited school of social work is required - prior to the academic year of application to the Silver School.
- Students must have earned a grade of B or better and the content of the course must be equivalent to the Silver School.
- Courses will not transfer if they were credited toward a previously conferred degree or if they were taken more than five years ago.
- Applicants must also:
  - Answer the additional Statement of Purpose question.
  - Applicants must also submit an evaluation of the first-year field experience performance evaluation (midterm and final) from the field education department or faculty adviser of their previous social work school. Note: You may use the Practicum Evaluation form.
  - Specific letters of recommendation -
    - Recommendation #1 – Must to be from a social work professor.
    - Recommendation #2 - Must be from the field instructor of your most recent field placement.
    - **NOTE:** These letters may also count as two of the three total required references.

### **DUAL DEGREE:**

- MSW General Requirements for Admission apply (see page #4)
- Must complete a separate application for each degree program schools. Each school or admission's office evaluates the application per their individual admission requirements. This means that no special admission standards are applied to the dual degree applicants at either school.
- If you are admitted to both programs, then you qualify for the dual degree program.
- The Silver School has the following dual degrees:
  - MSW and MA in Child Development at Sarah Lawrence College
  - MSW and JD at NYU School of Law
  - MSW and MPH at NYU College of Global Public Health
  - MSW and Executive MPA at NYU Wagner Graduate School of Public Service

**NON-MATRICULATING:**

- This is an exploratory option for people interested in the field of social work but who have not been admitted to the MSW degree program.
- You are allowed to select from four courses and can only take those four courses as a non-matriculating student.
- Applicants must have a bachelor's degree from an accredited undergraduate school.
- In order for the MSW course credits you take as a non-matriculating to transfer into your MSW program, you must earn a grade of "B" or better in that coursework.
- In order to register as a non-matriculating student, you must submit the following items:
  - The completed online application,
  - One letter of recommendation
  - Resume
  - Transcripts



## REQUIRED APPLICATION MATERIALS

<b>PROGRAM</b>	<b>MATERIALS</b>
<b><u>TWO-YEAR PROGRAM</u></b> WASHINGTON SQUARE WESTCHESTER COUNTY ROCKLAND COUNTY	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>
<b><u>TWO-YEAR PROGRAM</u></b> 1 <sup>ST</sup> YEAR – SHANGHAI 2 <sup>ND</sup> YEAR – NEW YORK	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose (<u>including the additional Shanghai-specific question</u>)</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>
<b><u>16-MONTH ACCELERATED</u></b>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>
<b><u>ADVANCED STANDING</u></b>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Practice statement</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference, <u>including</u>:               <ul style="list-style-type: none"> <li>○ One from undergraduate social work advisor</li> <li>○ One from field instructor of the most recent undergraduate field placement.</li> </ul> </li> <li>○ Resume</li> <li>○ Advanced Standing Practicum Evaluation (to be submitted by field instructor or faculty advisor)</li> </ul>
<b><u>EXTENDED</u></b>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>

<p align="center"><b><u>EXTENDED ONE-YEAR RESIDENCE (OYR)</u></b></p>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Practice statement</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference, <u>including</u>: <ul style="list-style-type: none"> <li>○ One from current, social work agency supervisor</li> </ul> </li> <li>○ Resume</li> </ul>
<p align="center"><b><u>32-MONTH PROGRAM FOR WORKING PROFESSIONALS</u></b></p>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose (<u>including</u> the additional 32-Month specific question)</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>
<p align="center"><b><u>TRANSFER</u></b></p>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose (<u>including</u> the additional Transfer-specific question)</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference, <u>including</u>: <ul style="list-style-type: none"> <li>○ One from your field learning instructor</li> <li>○ One from a social work professor</li> </ul> </li> <li>○ Resume</li> <li>○ Evaluation of first-year field experience (you can use the Practicum Evaluation form)</li> </ul>
<p align="center"><b><u>DUAL-DEGREE</u></b> NOTE: YOU MUST APPLY TO BOTH DEGREE PROGRAMS / SCHOOLS</p>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ A statement of purpose</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ Three letters of reference</li> <li>○ Resume</li> </ul>
<p align="center"><b><u>NON-MATRICULATING</u></b></p>	<ul style="list-style-type: none"> <li>○ The completed online application</li> <li>○ Transcripts from colleges and universities where you earned 12 or more credits</li> <li>○ One letter of reference</li> <li>○ Resume</li> </ul>

# **APPLICATION MATERIAL GUIDELINES**

## **TRANSCRIPTS:**

1. We require transcripts from all colleges or universities where you earned 12 or more credits (including the institution where you are in the process of earning your Bachelor's degree).
2. You will be required to upload an unofficial electronic copy of your transcript into the online application system. This can either be a copy issued to you from your academic institution or a copy in your possession.
3. We are unable to make admission decisions without your uploaded transcripts.
4. We do not need your official transcripts in order to apply to the program. If you are admitted, you will be required to submit an official transcript. More information about this process will be given after the point of admission.

## **LETTERS OF RECOMMENDATION:**

1. You will need to select three recommenders and have them agree to write letters on your behalf. All programs require three letters of recommendation except for the Non-Matriculating option which requires one letter of recommendation.
2. These individuals should be able to speak to your abilities as a future social worker and should be able to evaluate your potential for graduate school education (e.g: employers, supervisors, and college professors).
3. Letters of recommendation should not be personal references. Your letters should be from professional academic references. With this mind, we discourage letters from friends, relatives, neighbors, therapists, or doctors. If you have recently graduated or are about to graduate, reach out to professors. If you have worked, ask your supervisor. We want letters that can speak to your performance and why you would make a great addition to the field of social work.
4. When you enter a recommender's name into the online application system, they will automatically be notified of your recommendation request. The recommenders will receive an e-mail prompting them to complete a questionnaire and upload a letter of recommendation online. Be sure to inform them of the submission deadline, as we are unable to review applications without the required number of recommendation letters.
5. You should visit your online application regularly to monitor completion of this important part of your application. It is a good idea to have backup recommenders.
6. If your application deadline is in early January, we strongly advise you to urge your recommenders to upload their letters in December.
7. The system will accept letters after you submit your application; however, letters submitted after the application deadline will greatly delay the processing of your application.

**FINANCIAL AID:**

1. If you are seeking financial aid you should indicate this in your online application where asked.
2. All students, including international students, will be considered for merit-based scholarship (Silver-based awards). Please be sure to indicate that you wish to be considered for scholarship where asked.
3. U.S. students are asked to file the FAFSA (Free Application for Federal Student Aid). Failure to do so may adversely affect the timing and/or the issuance of the financial aid package/report sent by the NYU Office of Financial Aid to accepted applicants.
4. Accepted international students are not eligible for funding from federal sources. Consequently, they cannot file the FAFSA. International students are expected to seek aid and loans from alternative sources.
5. Requesting consideration for aid has no bearing on the admission decision.

# **INTERNATIONAL STUDENTS**

## **ENGLISH LANGUAGE REQUIREMENTS**

- If your first language is not English, you must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Systems (IELTS) exam.
- Applicants who have earned a degree from an institution where the language of instruction (for four years) is exclusively English regardless of country are exempt from submitting a TOEFL or IELTS score. General requirements apply.
- Minimum scores for the TOEFL are: paper based (PBT): 580; computer based (CBT): 237; Internet based (IBT): 92-93. Our TOEFL code is 2506. We will accept an unofficial score until the official one arrives.
- Admission criteria for the IELTS is an overall score of 7.0 or higher (no individual scores less than 7 in any category).
- These exams (TOEFL and IELTS) should be taken far enough in advance of the term in which the applicant wishes to be admitted. An application is not complete until all official scores are submitted, and they must be submitted by the printed deadlines. Test scores (both TOEFL and IELTS) are considered valid for two years. For more information about the Office of Global Services, log onto <http://www.nyu.edu/global/international-immigration-services.html>.
- Test results should be uploaded into the application. You may self-report scores if a hard copy is not available; but, these will need to be verified with an official copy at a later date.

## **TRANSCRIPT AND DEGREE REQUIREMENTS**

- All foreign academic records must be submitted with official translation to English or a notarized translation to English.
- This must be included along with official transcripts from international institutions.
- All applicants with international credentials are required to include a professional evaluation of the degree. These evaluations are used to determine if your degree is the equivalent to the U.S. bachelor's degree.
- We accept foreign credentials evaluated by companies listed on the NACES website at <http://www.naces.org/members.htm>. Applicants with such credentials should file their applications well in advance of the term for which they are applying.

## **STATEMENT OF PURPOSE GUIDELINES & QUESTIONS**

Answer each of the questions listed below in a well-written essay of no more than six pages. The essay must be double-spaced, with one-inch margins and a 12-point font.

**Question 1:** What are your reasons for seeking a professional education in social work at this time? What academic, work, volunteer, or personal experiences have influenced your decision to apply? What are your expectations of being a professional social worker?

**Question 2:** The six core values of the social work profession are *service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence*. Please comment on ways in which you have demonstrated some of these values in your work or interactions with others.

**Question 3:** Briefly discuss a current example of social or economic injustice that is of concern to you. Explain why you are concerned about it.

**Question 4:** Describe a challenging or stressful situation you encountered at an academic or professional setting. Explain how you attempted to solve the problem. What did you learn from this situation?

**Question 5 (optional):** Is there anything additional you would like us to know about your education or background as we consider your application? If yes, please describe.

### **ADDITIONAL PROGRAM SPECIFIC QUESTIONS**

If you are applying for admission to one of the following program pathways, answer the additional question in a separate, one-page essay.

**32-Month Applicants ONLY:** Three years of non-social work professional or business experience working with people is a prerequisite for the 32-Month program pathway for working professionals. Please describe your three years of required experience.

**Shanghai-New York Applicants ONLY:** Please explain why you are interested in the Shanghai-New York program pathway.

**Transfer Students ONLY:** Please explain the reason(s) why you wish to transfer to the NYU Silver School of Social Work from your current institution.

# **GUIDELINES FOR PRACTICE STATEMENTS**

## **ADVANCED STANDING APPLICANTS ONLY**

In order to better understand your experience in the field of social work, we would like you to give us a specific case example of your work. Tell us about your interventions with an individual, a family, or a group. Describe the agency, its mission, and the population it serves. Offer your ideas about the problem(s), your assessment, and the plan for intervention. Disguise the names of individuals and organizations. Your summary of one to two pages should describe the case from beginning to end. Use the following guidelines for your discussion:

1. A well-constructed essay no more than two pages. It must be double-spaced, with one-inch margins and a 12-point font.
2. What is your assessment of the case? Summarize the essential data of the case, including age; ethnicity; race; presenting problem and its history; client's strengths and abilities; and mitigating factors or stressors that contributed to the problem. Also include attempts the client has made to address the problem. Describe your own understanding of the problem, which may be different from the client's understanding.
3. Identify the interventions you utilized. Was your plan of action based on your understanding and assessment of the client's problem? We are interested in knowing about your practice skills, such as exploration, contracting, clarifying, effective communication, and symptom management. You can include an excerpt from a process recording to demonstrate the helping process.
4. Make an evaluation of your work with the client, critically analyzing the strengths and limitations of your efforts. In retrospect, how might you have intervened differently? Please comment on how and why.
5. Describe how you used supervision in providing service to the client. What was the nature of the supervision? What did you learn from supervision?

## **EXTENDED ONE-YEAR RESIDENCE (OYR) APPLICANTS ONLY.**

Please provide an example of a case from your current practice with an individual, a family, or a group that illustrates your helping efforts. Disguise the names of individuals and organizations. Your summary of one to two pages should include the following:

1. A well-constructed essay no more than two pages. It must be double-spaced, with one-inch margins and a 12-point font.
2. A description of the agency, its mission and function, and the client population served.
3. The purpose of your contacts with clients in general and specifically with this client.
4. A description of your understanding of the client's problem, behavior, and past and current life circumstances as well as stressors that contributed to the problem.
5. Evaluate your work as a helper: What was your plan of action based on? As a result of working with this client, what have you learned about yourself in terms of your strengths and weaknesses? What skills would you like to improve, and why?
6. Describe how you use supervision in providing service to the client. What kind of supervision do you receive on the job? Who supervises your work? Is the supervision for administrative purposes only or do you discuss client issues? What have you learned from supervision?
7. What practice skills would you like to develop or enhance through social work education? How would graduate study improve your practice with clients?