MSW Admissions Requirements and Application Process

Frequently Asked Questions

Q. WHEN CAN I APPLY?
A. You can apply any time throughout the year. Applications submitted by October 15 will be considered for spring admission. Applications submitted by January 15 will be considered for summer and/or fall admission.

Q. CAN I APPLY AFTER THE DEADLINE?
A. Applications received after the deadline date will be considered on a space-available basis only.

Q. DO YOU OFFER APPLICATION FEE WAIVERS?
A. No – fee waivers are not available.

Q. DO I NEED AN UNDERGRADUATE DEGREE IN SOCIAL WORK?
A. You do not need an undergraduate degree in social work to be considered for admission. We do have a program specifically designed for those students who have earned a degree in social work (BSW) from a program accredited by the Council on Social Work Education called the Advanced Standing Program. For those students who have not earned a BSW, you are welcome to apply to our full-time or part-time programs.

Q. HOW LONG DOES IT TAKE TO COMPLETE THE MSW PROGRAM?
A. The different lengths of study are:
   Full-time (2 Years – Program starts fall term)
   Part-time (3 Years – Program starts fall term)
   Advanced Standing (11-month intensive – Program starts summer term)
Q. **IF I AM INTERESTED IN THE PART-TIME PROGRAM, HOW SHOULD I APPLY?**
A. Our online application has a section to indicate if you prefer part-time or full-time.

Q. **WHAT IS A PERSONAL STATEMENT?**
A. Social work is a profession concerned with personal growth and social change. So that the Admissions Committee can accurately assess your abilities, it must have your written comments which address several issues. Please respond, in detail, to each discussion topic (a - c) listed below:
   a. Discuss the development of your interest in social work and social welfare. Explain why you have chosen to pursue a clinical MSW degree, and identify your career goals and plans following completion of professional social work training at Washburn University.
   b. Identify and describe your personal assets and areas of weakness that you bring to the Department of Social Work. The strengths and weaknesses you discuss should be relevant to your professional education, training, and future performance as a social worker.
   c. Discuss, at length, the Code of Ethics of the National Association of Social Workers (NASW) and describe how the code is compatible or incompatible with your personal values and worldview. The Code of Ethics of NASW can be found at [http://www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp).

Q. **HOW ARE LETTERS OF RECOMMENDATION SUBMITTED?**
   -- In the online application, include the name and email of each reference. This will generate an automatic email to your references with a link and instructions for them to follow.
   -- Don’t wait for submissions of letters of recommendation to submit your MSW application.
   -- Make sure to follow up with EACH reference so they know when they fill out the online form they may also ATTACH a letter of recommendation.

Q. **HOW DO I SUBMIT TRANSCRIPTS?**
A. Make sure to submit your online application first. Then, all official transcripts from any college or university that has awarded you a degree must be submitted. For transcripts to be considered official, they must be received one of the following ways:
   - As a hard copy in a sealed envelope from the school, mailed to:
     Washburn University
     Department of Social Work Admissions
     1700 SW College Ave, Benton Hall #412
     Topeka, KS 66621
As an official electronic copy sent from your school to the Social Work Department office, marcelle.shrake@washburn.edu.

Note: If you attended Washburn University, you will not need to submit this transcript or other transcripts previously submitted to Washburn, as these are already in the Washburn data system.

If you haven’t graduated yet, you must submit an official transcript with all grades posted through the semester prior to the application deadline.

**Q. WHAT IS THE GRADE POINT AVERAGE REQUIREMENT?**

A. Cumulative GPA of at least a 3.0 on a 4.0 scale from your undergraduate degree institution.

**Q. DO I HAVE TO TAKE THE GRE?**

A. No, the GRE is not required.

**Q. WHEN WILL I FIND OUT IF I HAVE BEEN ACCEPTED?**

A. The admissions committee will begin reviewing files in January for summer (Advanced Standing program) and fall admissions (full-time and part-time); the committee will begin reviewing files in October for spring admissions (full-time and part-time). Your application will be reviewed once all supplemental documents have been submitted to the department of Social Work. The response time on all completed applications is approximately 4-6 weeks.

**Q. I AM AN INTERNATIONAL APPLICANT. HOW DO I APPLY?**

A. International students applying to the Washburn MSW program must:

- Already have a university credential that is equivalent to a US bachelor’s degree.

- Satisfy the admission requirements for the Washburn University MSW program. Among the requirements is a minimum undergraduate grade point average of 3.0 on a 4.0 scale, three professional letters of reference, transcripts, narrative statement, resume, and $40 application fee.

- Submit the required international application and other required materials to the Office of International Programs. The international application fee is $70 US (Note: This fee is separate from the $40 MSW application fee).

- Have transcripts from any non-US institutions evaluated by a recognized evaluation service at the applicant’s expense -- from either Educational Credential Evaluators or from the World Education Services -- and submitted to the Office of International Programs.
-- Provide evidence of having taken the Test of English as a Foreign Language (TOEFL) examination within the past two years. Minimum TOEFL scores required for admission to the MSW program are as follows: Listening (25), Reading (23), Speaking (24), Writing (24). Students without a score or with a low score should seek admission to the Intensive English Program. Native speakers of English or students who have earned a four-year degree from a US college or university are exempt from these requirements. Contact the Office of International Programs with any questions regarding the university’s application process, English language proficiency requirement or immigration-related inquiries. The need to take English courses may delay an applicant’s start in or extend the length of the MSW program.

Q. **CAN I SCHEDULE A VISIT BEFORE I APPLY?**  
A. We encourage prospective students to visit Washburn University and the Department of Social Work. The department can arrange an individualized visit for prospective students, which includes a campus tour and a meeting with the MSW Program Director and/or Department Chair. Please contact the social work office at 785-670-1616 to schedule an individual appointment.

Q. **HOW CAN I LEARN MORE ABOUT LICENSURE?**  
A. Contact the Kansas Behavioral Sciences Regulatory Board (BSRB) at:  
   700 SW Harrison St, Suite 420, Topeka KS 66603  
   785-296-3240  
   [https://ksbsrb.ks.gov](https://ksbsrb.ks.gov)

Updated 10-4-16