Please be sure to read and follow all instructions; IMPROPERLY FILED APPLICATIONS WILL NOT BE REVIEWED. Priority Application Deadline: Postmarked no later than JANUARY 2, 2013

Applicants should submit all required materials as soon as possible, and it is strongly recommended that files be completed before the deadline date. Applications received after January 2, 2013 will be processed only if space permits, with a second priority deadline of March 1, 2013.

All applications are reviewed for the Fall Semester. After admission, a candidate may delay entry for up to one year. Please notify us in writing of any change of name or address that occurs after you file your application.

ADMISSIONS CRITERIA

Admission to the MSW program is highly competitive. Factors considered in evaluating applicants to the MSW program are: academic preparation and achievement; personal qualifications and professional goals; related volunteer and employment experience; and potential and aptitude for both graduate study and professional practice in social work.

Applicants whose undergraduate cumulative grade point average (including ALL grades from ALL schools attended) is below 2.75 should refer to “Admission on Probation” in the enclosed Graduate Social Work Information. The grade point average used for admission purposes will include any transfer work and course repeats you may have, and may differ from the gpa shown on your final transcript.

INSTRUCTIONS TO APPLICANTS

1. On-Line Graduate School Application

Apply to the UWM Graduate School by completing the on-line application available at: https://apply.wisconsin.edu

You may use a credit card to pay your application fee when you apply on-line. Or you may send your check for $56 directly to the Graduate School, P.O. Box 340. Under “Reasons for Graduate Study,” type ‘see narrative statement sent to the Social Work Program.’

You must complete both the program and the Graduate School applications. Failure to do so will result in a delay in processing your application.

2. Self-Managed Graduate Social Work Program Application

The UWM Helen Bader School of Social Welfare social work program application procedure places responsibility on you, the applicant, for gathering supporting credentials and submitting them in the same envelope with the application, and for meeting the stated deadline. Your Social Work Program application, typed narrative statement and letters of recommendation are to be submitted in a single envelope. This will allow us to process your application and make decisions in a more timely fashion. If test scores are required, have them sent to the Graduate School (see address on next page). (NOTE: An application that requires test scores will not be submitted for review until the test scores are received.) Incomplete applications will not be reviewed.

4. Recommendations.

Three letters of recommendation are required for each applicant. A reference form must accompany each reference letter. Write your name and the reference person’s name on each form. Send a form and a self-addressed, stamped envelope to each reference person, specifying that the completed recommendation form is to be enclosed in the envelope. The envelope should be sealed, signed across the seal and returned to you. DO NOT BREAK THE SEAL. If we receive a recommendation that has been opened, the contents will be disqualified. Be certain to have your reference persons return the letters and completed forms to you, not to UWM.

In order for an application to be reviewed, it must contain all three reference letters. Reference letters must be submitted with the application. If your reference letters arrive after the January 2 priority deadline, your application will be reviewed in the second priority group.

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All application materials must be received by the Helen Bader School of Social Welfare or be postmarked no later than January 2, 2013 for priority consideration. Please allow yourself sufficient time to complete the application accurately and thoroughly.

The Helen Bader School of Social Welfare offices will be closed December 29-31, 2012 and January 1, 2013. Please plan accordingly.

5. Verification of receipt of application materials.

If you want to be assured that your application materials reached the School, you may wish to consider sending them by either registered or certified mail.

If you have any questions about the application process, please call the Helen Bader School of Social Welfare (414.229.4852) and ask. We remind you that improperly filed or incomplete applications will not be reviewed.

FINANCIAL AID

Applicants interested in loans and/or work study should file the appropriate application for financial assistance with the Department of Financial Aid, Mellencamp Hall, by the priority date of March 1. Graduate students are eligible to apply for Federal Perkins and William D. Ford Federal Direct Loans. For complete information on these loans or work study, contact the Department of Financial Aid at 414-229-4541, see their web site at www.uwm.edu/financialaid

Applicants may also apply for a limited number of graduate assistantships offered through the Helen Bader School of Social Welfare (see Section V of the application materials). This application may be submitted any time before April 15, 2013.

The Graduate School offers Graduate School Fellowships and Advanced Opportunity Program awards. These awards are granted on the basis of scholarship achievement and promise. Applicants for these awards are strongly encouraged to take the Graduate Record Exam.

Applications for fellowships and additional information on these awards may be obtained from the Graduate School’s website at www.graduateschool.uwm.edu

APPLICATION CHECKLIST

Please use this checklist to help keep your application materials organized and to help you make certain to send a completed application.

1. Address one large envelope to:

   Graduate Admissions
   Helen Bader School of Social Welfare
   UW-Milwaukee
   P.O. Box 786
   Milwaukee WI 53201

In this envelope enclose the following:

☐ Sections I-IV of the Social Work Program application, including original of narrative statement. (Section V can be sent any time prior to April 15, 2013.)
☐ 3 letters of recommendation in signed, sealed envelopes.
☐ Test scores, if applicable.

2. Apply to the UWM Graduate School by completing the on-line application available at: https://apply.wisconsin.edu

3. Transcripts:

Order an official transcript from each college or university you have attended, except UW-Milwaukee. Instruct the institution to send your transcripts to the UWM Graduate School at:

   The Graduate School
   UW-Milwaukee
   P.O. Box 340
   Milwaukee, WI 53201

Transcripts should be received by the Graduate School by January 2, 2013, for priority consideration.

4. Deadline:

Your complete application must be submitted by or postmarked no later than January 2, 2013, for the priority deadline. Applications received after January 2 and before March 1 will be reviewed during the second priority period, only if space is available. Applications received after the priority deadline will be processed as they are received, until we reach capacity. The sooner you apply, the better for you. The Helen Bader School of Social Welfare offices will be closed December 29-31, 2012 and January1, 2013.