

MSW Admissions Checklist

Application Link: <http://grad.berkeley.edu/admissions/apply/>

Application Deadline: Thursday, December 1st, 11:59pm PST. The online application system will log out automatically at 12:00am on Friday, December 2nd. **Late applications will not be accepted under any circumstances.**

All application materials, including transcripts, written statements, letters of recommendations, and resume must be uploaded as PDFs into the online application. Paper copies will not be accepted.

Academic Preparation

- ◆ Bachelor's Degree and Related Coursework: Applicants should have a BA or BS from an accredited institution and must have acquired a liberal arts education, including classes taken in areas such as history, philosophy, the behavioral and social sciences, and humanities. Applicants must submit transcripts from ALL college-level course work. Transcripts may be unofficial but **must show** degrees conferred (if any), the institution's name, and the applicant's full name. Transcripts must be uploaded into the online application by the applicant. Transcripts must be legible.
- ◆ Grade Point Average: The University requires a minimum GPA of 3.0 for all coursework after the first two years (typically the first 60 semester units or 90 quarter units) of undergraduate study.
- ◆ Research Methods or Statistics Course: Applicants should take a course in research methods or statistics (optional at time of application; required of admitted students by time of enrollment).

Area of Concentration

- ◆ All applicants will be asked to select a concentration at the time of application submission.

Test Scores

All test scores should be sent immediately to UC Berkeley Grad Division (Institution Code 4833); they do not need to be sent to the School of Social Welfare. All test scores must be received by the application deadline: December 1, 2016.

- ◆ General Graduate Record Examination [GRE]: The GRE revised General Test is **not** required for the MSW-only program, but applicants to the MSW/MPH, MSW/MPP, or Combined MSW/PhD Program are required to take the GRE. We do not require any GRE Subject Exams. Acceptable GRE scores are from tests taken between December 1, 2011 and November 18, 2016. There is no minimum GRE score required.
- ◆ TOEFL: International applicants from countries in which the official language is not English and who do not meet the [TOEFL exemption qualifications](#) must also take the TOEFL exam. Acceptable TOEFL scores are from tests taken between June 1, 2015 and November 18, 2016. GRE and TOEFL tests taken after November 18, 2016, will not be valid for admission into the 2017-18 academic year. For the TOEFL, a minimum score of 90 is required.

Written Submissions

Statements should follow general APA Style Guidelines. They should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. Please use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.

- ◆ Statement of Purpose: 3-5 page essay that "describes your aptitude and motivation for graduate study in your area of specialization, including your preparation for the field of Social Welfare and your future career goals."
- ◆ Personal History Statement: 1-3 page essay that "describes how your personal background has informed your decision to pursue a graduate degree. Please include information on how you have overcome barriers to access in higher education, evidence of how you have come to understand barriers faced by others, evidence of your academic service to advance equitable access to higher education for women, racial minorities and individuals from other groups that have been historically underrepresented in high education, evidence of your research focusing on underserved populations or related issues of inequality, or evidence of your leadership among such groups."
- ◆ Analytical Question: 1-2 page response "describing a current problem/issue that you believe is relevant to the field of social welfare. Assuming you have the power and resources, describe what your recommendation for addressing the problem/issue would be and how you would operationalize this recommendation."

Last Updated: 6/3/2016

Questions? Contact us at socwelf@berkeley.edu

MSW Admissions Checklist (Continued)

Social Work Experience

- ◆ Resume/Curriculum Vitae: Applicants must have a minimum of one year (2,100 hours) of work/volunteer experience in a social welfare related field as reflected on a Resume/CV. Applicants to the Management and Planning concentration are recommended to have two years (4,200 hours) of experience. All hours must be acquired by the application deadline. Resumes should be formatted to the guidelines outlined on page 3.

Letters of Recommendations

- ◆ Three letters of recommendation (two professional and one academic) must be uploaded by the recommender to the online application by the application deadline of Thursday, December 1st, 11:59pm PST. The applicant is responsible for following up with their recommenders to ensure that all required letters have been uploaded.

Interviews

- ◆ Interviews are required **only** for selected applicants to the Title IV-E Child Welfare Training Program. Selected applicants will be notified in late February.

Special Instructions for Joint Degree Programs

- ◆ All joint degree programs require the GRE revised General Test.
- ◆ In addition to the materials listed for the MSW program, applicants to the **Concurrent MSW/MPP program** are required to submit **Policy Statement of Purpose** specific to the Goldman School of Public Policy. For more information on that statement, visit <https://gspp.berkeley.edu/admissions/how-to-apply>.
- ◆ In addition to the materials listed above, applicants to the **Combined MSW/PhD program** are required to submit a **Written Sample of Scholarly Work** and a **Field of Study and Faculty Preference**.
 - ◆ **Written Sample of Scholarly Work:** Applicants may submit published articles, a master's thesis or portion thereof, papers written for graduate courses, or material written in a professional capacity. The writing sample should give evidence of your ability to think critically and analytically; it should not be purely descriptive.
 - ◆ **Field of Study and Faculty Preference:** Applicants are asked to provide a short description of their intended field of study, as well as an explanation for their first and second choices for faculty advisors. It is highly recommended that applicants research and reach out to faculty before submitting an application. Applicants may find out more information about our faculty at:
<http://socialwelfare.berkeley.edu/faculty-profiles>.
- ◆ There are no additional materials required for the **Concurrent MSW/MPH program**. SOPHAS is not required for the Concurrent MSW/MPH program. Please note that your entire application will be reviewed by both the Social Welfare and Public Health programs, so all essays should address your integrated goals for both programs.

Re-Applicants To All Programs

As a re-applicant, you will be required to re-submit all elements of the application, including a resume that follows the guidelines provided. However, you may not need to submit all three letters of recommendation again.

At a minimum, one new recommendation letter must be submitted.

If you applied for the Fall 2013 admission cycle or later, we may be able to additionally upload your previous letters of recommendation into your current application. In order to utilize this service, we must receive your request in writing to socwelf@berkeley.edu by **November 1, 2016**. Please include your full name as it appeared on your previous application. If your letters are available, we will then upload your previous letters of recommendation to your online application. If we are unable to retrieve your letters, you will be notified in time to request the letters again from your recommender. Requests are handled in the order that they are received. **If you do not make this request by the stated deadline, you will be expected to send in all new letters of recommendation.**

Resume Guidelines

The following information provides guidelines for completing the resume portion of the application. You may choose to utilize any template based on your personal preference; however, be sure to follow the template provided below for any professional work or volunteer experience. All information listed in the template must be included on your resume, ***including the total hours worked at each position.***

There are no page limits, but it is anticipated that most applicants will be able to cover the relevant information in 1-3 pages.

Professional Social Work Experience Template

Position Title, Organization

Start Date to End Date

Location

Hours per week, Total

Hours Worked

- Describe your experience as it relates to the field of social welfare.
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Sample Excerpt

Behavioral Therapist, Center for Autism

September 2011 to September 2012

Los Angeles, California

20 hours/week, Total = 1,040 hours

- Utilized Applied Behavioral Analysis (ABA) therapy to teach communication, social, and adaptive skills on an individualized basis with children of all ages who have been diagnosed with autism
- Worked with parents and families from a variety of cultural backgrounds to teach appropriate behavior management techniques for their children

Health Advocate, Healthy Families United

June 2012 to November 2013

Los Angeles, California

25 hours/week, Total= 1,700 hours

- Facilitated a weekly parenting skills group with MediCal clients from various age ranges and socioeconomic backgrounds
- Presented safe sex and dating violence prevention curriculums in local public high schools

Below you will find a list of examples of social work experiences that our admitted students had prior to applying to the MSW program. Please note that the list is by no means exhaustive, and that these experiences range from part-time volunteer work to paid, full-time employment.

Arts and Life Group Leader at Home for the Aging	Case Manager in Homeless Shelter
Outreach Coordinator w/ Alzheimer's and Dementia Org.	Behavioral Intervention Aide / Behavioral Therapist
Communication Coordinator at ER of Community Hospital	Teacher of Students with Special Needs
Volunteer at Hospice Center	Child Development Specialist
Foster Care Caseworker	Clinical Intern at Outpatient Mental Health Program
Court Appointed Special Advocate (CASA)	Tutor with At-Risk, Foster, or Probation Youth
Night Shelter Coordinator at Homeless Shelter	Intern with Middle School Sex Education Program
Intern with International AIDS Conference	Reproductive Health Assistant
Peace Corps Volunteer	Research Associate with Public Schools
Bilingual Prenatal Family Health Advocate	Special Events Coordinator or Fundraiser
Employment Transition Counselor	Program Manager for Non-Profit

Successful Direct Practice applicants have at minimum a total of 2,100 hours (the equivalent one year of full-time experience), and successful Management and Planning applicants have 4,200 hours (two years full-time experience) at the time of the application due date: December 1, 2016.