For Admission Fall 2016

MSW Admissions Checklist

Application Link:  http://www.grad.berkeley.edu/admissions/index.html

Application Deadline: Thursday, December 3rd, 11:59pm PST. The system will log out automatically at 12:00am on Friday, December 4th. Late applications will not be accepted under any circumstances. (Applications to the Concurrent Degree programs are due earlier. See page 2 for more details.)

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.

Written Submissions

♦ 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.

♦ 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 your Resume/CV. Applicants to the Management and Planning concentration are recommended to have two years (4,200 hours) of experience. Please use the specific format provided by the School of Social Welfare (pg. 3).

♦ Letters of Recommendation: At least three letters of recommendation (two professional and one academic) must be uploaded to your application by the application deadline of Thursday, December 3rd, 11:59pm PST.

♦ Concentration: All applicants will be asked to select a concentration at the time of application submission.

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.

♦ Grade Point Average: The University requires a minimum GPA of 3.0 for all coursework after the first two years (or first 60 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).

♦ General Graduate Record Examination [GRE]: Applicants are required to take the GRE. Acceptable GRE scores are from tests taken between December 3, 2010 and November 26, 2015. There is no minimum GRE score required. International applicants from countries in which the official language is not English and who do not meet the TOEFL exemption qualifications must take the TOEFL exam in lieu of the GRE. Acceptable TOEFL scores are from tests taken between December 3, 2013 and November 26, 2015. GRE and TOEFL tests taken after November 26, 2015, will not be valid for admission into the 2016-17 academic year. For the TOEFL, a minimum score of 90 is required. Send scores to UCB Grad Division (institution code 4833).

Questions? Contact us at socwelf@berkeley.edu
Special Programs and Re-Applicants

Please read below for instructions for re-applicants and applicants to our special and combined programs.

Title IV-E Child Welfare Applicants

Applicants to the Title IV-E Program are required to select the Title IV-E program as their concentration of choice. Some Title IV-E applicants will be contacted for interviews in the spring as part of the application process. Contact Catharine Ralph at cjralph@berkeley.edu for more information.

Concurrent MSW/MPH Applicants

The MSW/MPH application is due earlier than other MSW program applications on **Tuesday, December 1st**. All MSW/MPH applicants, including those who take the TOEFL, must take the GRE. There are no additional requirements for MSW/MPH applicants. SOPHAS is not required. Please note that your entire application will be reviewed by both the Social Welfare and Public Health programs, so all essays should address your goals for both programs.

The MPH program recommends a minimum of a 50th percentile on the Quantitative section of the GRE.

Concurrent MSW/MPP Applicants

The MSW/MPP application is due earlier than other MSW program applications on **Tuesday, December 1st**. All MSW/MPP applicants, including those who take the TOEFL, must take the GRE. The Public Policy Statement of Purpose is additionally required by the Goldman School of Public Policy. Please visit their website at http://gspp.berkeley.edu/admissions/how-to-apply for more information.

MSW/PhD Combined Applicants

All MSW/PhD applicants, including those who take the TOEFL, must take the GRE. In addition to the MSW application requirements, MSW/PhD applicants are required to submit:

- Sample of Scholarly Written Work: You 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.

- Concentration and Faculty Preference: Applicants will be asked to select an MSW concentration at the time of application, as well as their first and second choices for faculty advisors (along with a written explanation of choice selection).

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 2014 or Fall 2015 admission cycle, we may be able to 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, 2015**. 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 resubmit your original letters plus one additional letter.**

Questions? Contact us at socwelf@berkeley.edu
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 one to three pages.

Professional / Volunteer 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 2014 to September 2015
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 2013 to September 2014
Los Angeles, California                         25 hours/week, Total= 1,700 hours

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

Other Guidelines

- MSW, MSW/PhD applicants: Please only include work, volunteer, or part-time positions that are specifically related to either your concentration of choice or to the field of social welfare. See the following page for some examples of experiences that previously admitted students listed on their resumes. Feel free to include positions that may not be traditionally viewed as social work experience if you are able to demonstrate how skills gained, tasks completed, or clientele involved have prepared you for social welfare work.)
- MSW/MPP: Please include all professional and volunteer experience.
- Please review your resume to confirm that your total hours of experience as of December 3, 2015 meet the minimum requirements for admission into the program. Applicants to the direct practice concentrations must have at minimum a cumulative total of one year of experience (2,100 hours). Applicants to the Management and Planning concentration are recommended to have a cumulative total of two years of experience (4,200 hours).
- You may include any other information that you believe is relevant, such as educational background, publications, or additional skills. Doctoral applicants should also consider including any research or teaching experience.
Work Experience Examples from Admitted MSW Students

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.

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 typically have a minimum of 4,200 hours (two years full-time experience).

<table>
<thead>
<tr>
<th>Child and Family Services</th>
<th>Child and Family Services: Title IV-E</th>
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<tbody>
<tr>
<td>♦ Bilingual Case Manager in homeless shelter</td>
<td>♦ Foster Care Caseworker</td>
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<tr>
<td>♦ Behavioral Intervention Aide/ Behavioral Therapist for children with disabilities</td>
<td>♦ Child Development Specialist with children who have experienced trauma</td>
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<td>♦ Teacher (all levels, special needs populations, Teach for America, etc.)</td>
<td>♦ Board Director for Latino community violence agency</td>
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<td>♦ Program Associate for community philanthropy organization</td>
<td>♦ Tutor with at-risk, foster, and probation youth</td>
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<td>♦ Home Visitor for pregnant women in underserved communities</td>
<td>♦ CASA (Court Appointed Special Advocate) Volunteer</td>
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<tr>
<th>Community Mental Health</th>
<th>Health Services</th>
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<tr>
<td>♦ Research Project Coordinator for smoking prevention program</td>
<td>♦ Intern with international AIDS conference</td>
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<tr>
<td>♦ Case Manager with arts program for youth with mental health concerns</td>
<td>♦ Bilingual Prenatal Health Family Advocate with public health department</td>
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<td>♦ Clinical Intern with outpatient mental health program serving Spanish-speaking clients</td>
<td>♦ Reproductive Health Assistant with community health agency</td>
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<td>♦ Night Shelter Coordinator at homeless shelter</td>
<td>♦ Peace Corps volunteer</td>
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<td>♦ Intern with middle school sex education program</td>
<td>♦ Support Group Volunteer for families facing life-threatening illnesses</td>
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<tr>
<th>Gerontology</th>
<th>Management and Planning</th>
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<tr>
<td>♦ Arts and Life Group Leader at home for the aging</td>
<td>♦ Research Associate for public schools</td>
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<tr>
<td>♦ Communication Coordinator at emergency room of community hospital</td>
<td>♦ Peer Educator with sexual assault prevention program</td>
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<tr>
<td>♦ Volunteer at hospice center</td>
<td>♦ Intern with county office for homelessness studies</td>
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<tr>
<td>♦ Spanish Outreach Coordinator with Alzheimer’s and dementia organization</td>
<td>♦ Special Event Coordinator and Fundraiser for community youth agency</td>
</tr>
<tr>
<td>♦ AmeriCorps - Service Coordinator at home for the aging</td>
<td>♦ Employment Transition Counselor with transition-age youth</td>
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