



***Master of Social Work Program
Application for Fall Entry 2016***

PACIFIC UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
FALL 2016
APPLICATION INSTRUCTIONS AND PROCEDURES

Final Application Deadline (Postmarked) **February 19, 2016**
Application Fee (Non-refundable) **\$55 (US)**

Application review occurs only once a year, after the Feb. 20 deadline. The accuracy, completeness, and neatness of your application are determining factors in our admissions decision. **Send all materials together in one packet.** The admissions committee cannot evaluate an incomplete application. A “complete” application packet will include: application form and fee, official transcripts in sealed envelopes, resume, essay and all required evaluation forms, with letters, in sealed envelopes from the evaluator.

- 1. Application Form** - Print clearly all information requested on the application forms. A separate application to the University is **not** required. Your signature is required to validate the information you provide.

- 2. Transcripts** – Candidates applying to the MSW program must have completed a Bachelor’s degree at an accredited institution prior to the start of the MSW program. Submit the official sealed transcript with all current grades, as well as an official transcript from each college and graduate school you have attended. **Do not open transcript.** Place the sealed transcript in your application packet. A final transcript of any course(s) in progress will be required, including graduation verification if applicable, before an admitted student will be permitted to enroll in the program. Transcripts from Pacific University programs/campuses are not required.

- 3. Two Letters of Evaluation and One reference-** Secure completed evaluation forms from **two** individuals who know you well, and can comment objectively about your ability to grow professionally in Pacific’s MSW program. It is recommended that they be from a current employment or professional colleague source and/or an academic source, such as a college faculty member or advisor. Distribute a copy of the enclosed evaluation form to each person recommending you. Provide a self-addressed, stamped envelope to each reference. Ask each reference to enclose the completed evaluation form (along with the optional typewritten letter, if obtained), in the envelope you provide, sign it across the seal, and return the envelope to you. *It is your responsibility to include the completed letters of evaluation in your application package. Please DO NOT submit evaluations separately from your application.* Please list a third additional individual we may contact as a reference if needed.

- 4. Resume** – A professional resume not to exceed two (2) double-spaced pages (12 point font). Include all paid employment and relevant volunteer experience. Indicate “FT” (full-time), “PT” (part-time) or “V” (volunteer) for those items. Include and describe additional/relevant qualifications such as honors received, memberships in school, community or professional organizations, leadership positions and offices held, and publications.

- 5. Essays** - Respond to essay questions as instructed in the application.

- 6. Prerequisites** – Specific courses are not required, however please review the recommended course work page. **GRE test scores are not required for Pacific University MSW program.**

- 7. GPA** – The expected minimum GPA must be 3.00 or higher. If GPA is lower, please calculate your GPA for your last 45 credits and submit an essay along with this calculation explaining why your GPA was below 3.0 (GPA calculation sheet enclosed for your use)

- 9. Application Fee** - Submit a **non-refundable** application fee of \$55 (US) with the application materials. Make the check or money order payable to **Pacific University** and attach it securely to your application. If someone other than you wrote the check, include your name on the check. **DO NOT SEND CASH.**

SEND THE COMPLETED APPLICATION PACKET TO:

Pacific University MSW Program
40 East Broadway, Suite 250
Eugene OR 97401
Attention: Admissions

Email: msw@pacificu.edu Phone: 541-485-6812

PACIFIC UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
FALL 2016
APPLICATION FOR ADMISSION

Type or print clearly.

Legal Name _____
Last First Middle Preferred Name

Other names that may appear on transcripts (if different) _____

Current Address _____
Street Apartment Number

City _____ State _____ Zip/Postal Code _____ Country _____

() () ()
Home Phone Work Phone Cell Phone E-mail

Permanent Address _____
Street Apartment Number

City _____ State _____ Zip/Postal Code _____ Country _____

() () ()
Home Phone Work Phone Cell Phone E-mail

PERSONAL DATA

Social Security Number (Last 4 digits only) _____ Date of Birth _____
Month/Day/Year

Legal State of Residence _____ Place of Birth (Country) _____

Are you a citizen of the United States? Yes No If no*, of which country are you a citizen? _____

Have you attended Pacific before? No Yes When? _____

Have you ever been dismissed from any school or college? No Yes (If yes, explain on a separate sheet.)

How did you first hear of Pacific University? _____

Who or what influenced you to apply? _____

***NON-CITIZENS**

What type of visa do you currently hold? _____

(Students holding an immigrant/resident visa should include a photocopy of their visa card with the application)

Test of English as a Foreign Language (TOEFL) Date _____ Score _____

(Official TOEFL scores required - minimum paper-based test score of 600, minimum computer-based test score of 250, or minimum internet-based test score of 100.)

COLLEGE/UNIVERSITY INFORMATION

List all colleges/universities attended (even if for only one course) during and after high school. **Submit official transcripts for each college or university attended. Include official AP and CLEP scores, if appropriate.**

From Mo/Yr	To Mo/Yr	Name of College or University (complete name--no abbreviations)	City, State	Degree Earned	Date Transcript Requested

Do you have a bachelor’s degree?

Yes Date received/Institution: _____

(Check one) _____ BA _____ BS _____ BSW _____ BSSW _____ Other

Major _____

No Date completion expected/Institution: _____

(Check one) _____ BA _____ BS _____ BSW _____ BSSW _____ Other

CUM GPA _____ Last 45 Hours GPA if CUM is lower than 3.0 _____ (use GPA calculation sheet)

Applying For:

- Two year MSW degree**
- Advanced Standing MSW** – only students with a BSW from a CSWE accredited institution qualify

REFERENCE

List the name, occupation and contact information for a reference that we can contact other than your two evaluators

Name/Occupation	Email/Phone

Are you fluent in a language other than English? If, yes, please specify: _____

ESSAY QUESTIONS

1. Respond to the statement below in essay format. **Responses will be reviewed for content, critical thinking, grammar, punctuation and spelling.** Your sample must be type, double-spaced, 12-point font, and must be included in the application submitted to Pacific University. Do not exceed three (3) pages in length.

Analyze a social problem that is of great concern to you and is relevant to the practice of social work. Discuss the key factors contributing to the social problem, and the current policies responding to the problem. Share ideas you have for how the problem may be addressed or prevented, and the leadership role(s) you might take as a social worker addressing the problem.

2. **Optional-** State any additional pertinent information not evidenced elsewhere in your application that you think the Admissions Committee should take into account. *(please do not exceed two(2) pages in length)*

3. **For Advanced Standing Students only:** Please submit an additional essay describing how your BSW field placement or work in the field has prepared you for the level of work required for the MSW program?

Because social workers work with vulnerable populations, criminal history, especially crimes against persons, is taken seriously. It is for this reason that we ask applicants to reveal any felony convictions at the time of application. The MSW Admissions Committee will consider the nature, number, recency and remedial measures taken. After careful evaluation, the Admissions Committee will, at its discretion, decide that an applicant is either suited or not suited for social work practice. Please be advised that one's criminal history may limit employment options after graduation.

I affirm that all the information contained in this application is true and correct to the best of my knowledge. I understand that the falsification of any part of this application is grounds for my disqualification for admission or dismissal from the program. In addition, I understand that this application becomes the property of Pacific University and is not returnable. I further understand that the application is accessible to faculty, staff, and members of the Admissions Committee.

Signature _____

Date _____

Notice of Nondiscrimination Policy: It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the American with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. Questions or complaints may be directed to the Vice President of Academic Affairs or Provost, 2043 College Way, Forest Grove, OR 97116, 503-352-6151.

The MSW Program and its faculty fully adhere to the National Association of Social Workers Code of Ethics.

**Pacific University MSW Program
40 East Broadway, Suite 250
Eugene OR 97401
Attention: Admissions**

Email: msw@pacificu.edu Phone: 541-485-6812

Character Questions



You must answer “yes” or “no” to each of the following questions; any other response will result in your application being considered incomplete. All “yes” answers must be *fully* explained in writing on a separate piece of paper and the explanation must be signed and dated by you. If you answer “yes” to questions 8, 9, or 10, a **certified true copy of the court’s final disposition, if available, must accompany the application on which the events are being reported** in order for the application to be considered complete. Obtain copies of all court records of any conviction. If a court record is unavailable, then you must get verification from the court that the record has been destroyed.

1. Yes No Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?
2. Yes No Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?
3. Yes No Have you ever been placed on leave by your employer for any alleged misconduct?
4. Yes No Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential?
5. Yes No Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct?
6. Yes No Have you ever surrendered a professional license of any kind before its expiration?
7. Yes No Have you ever been disciplined by any public agency responsible for licensure of any kind?
8. Yes No Have you ever been convicted or been granted a diversion or conditional discharge by any court for any:
(a) Felony; (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving, fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?
9. Yes No Have you ever been arrested or cited for any offense listed in section (8) above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed.
10. Yes No Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

READ AND SIGN

I hereby certify that the information submitted on or relating to this form is true and correct. I understand that this application becomes the property of Pacific University and is not returnable. I also understand that this application becomes part of the Master of Social Work file and is accessible to faculty, staff, and members of the Admissions Committee.

Applicant’s Signature

Print Name

Date

4. Rate the following characteristics of the applicant, in relation to the applicant's peers. Check one.	Exceptional Top 10%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	N/A
Interest and concern for others (openness, cooperation, ability to empathize versus sympathize). Comments:					
Written communication skills (effective, concise, well-structured with correct use of grammar, punctuation, and spelling). Comments:					
Oral communication skills (follows a logical thought process, effective in asking appropriate questions and presenting detailed information). Comments:					
Ability to work with others (cooperative, eager to learn, effective at listening, reacts appropriately to criticism). Comments:					
Ability to use common sense, be self-motivated, and work independently. Comments:					
Maturity and emotional stability. Comments:					
Work habits – commitment, punctuality and attendance. Comments:					

5. How would you rate the applicant's prospects for success in the Master of Social Work Program?

- Excellent
 Above Average
 Average
 Below Average

6. In a group of 100 qualified applicants, where would you rank this individual?

- Top 1%
 Top 10%
 Top 25%
 Top 50%
 25-50%
 0-25%

7. Would you employ the applicant? Yes No

Comments:

Signature of Evaluator _____ Date _____

Print name _____ Occupation _____

Employer _____

Complete Address _____ Phone _____

E-mail _____

If the admissions committee has further questions regarding the applicant, may we phone or e-mail you? Yes No

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Interest and concern for others (openness, cooperation, ability to empathize versus sympathize). Comments:					
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Oral communication skills (follows a logical thought process, effective in asking appropriate questions and presenting detailed information). Comments:					
Ability to work with others (cooperative, eager to learn, effective at listening, reacts appropriately to criticism). Comments:					
Ability to use common sense, be self-motivated, and work independently. Comments:					
Maturity and emotional stability. Comments:					
Work habits – commitment, punctuality and attendance. Comments:					

5. How would you rate the applicant's prospects for success in the Master of Social Work Program?

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- Top 1%
 Top 10%
 Top 25%
 Top 50%
 25-50%
 0-25%

7. Would you employ the applicant? Yes No

Comments:

Signature of Evaluator _____ Date _____

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If the admissions committee has further questions regarding the applicant, may we phone or e-mail you? Yes No

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OPTIONAL: FOR USE IF CUM GPA IS BELOW 3.0

READ THE DIRECTIONS CAREFULLY. Calculate undergraduate and graduate courses separately.

1. Complete transcripts from each college and university attended must be used in calculating GPA.
2. All graded courses from all transcripts must be used in calculating GPA.
3. **Your GPA must be calculated in semester credits.** Convert all quarter hours to semester hours before calculating totals below.

Credit Conversion Table

1 quarter credit equals 0.667 semester credits

Quarter Credits conversion to Semester Credits
1 quarter credit x 0.667 = 0.667 semester credits
2 quarter credits x 0.667 = 1.33 semester credits
3 quarter credits x 0.667 = 2.00 semester credits
4 quarter credits x 0.667 = 2.67 semester credits
5 quarter credits x 0.667 = 3.33 semester credits

Grade	Quarter Hrs	Conversion = Q hrs x 0.667	plus Semester Credits	equals Total Credits	Total Credits multi- plied by Pts/Credit	equals Total Points
A+					x 4.3	
A					x 4.0	
A-					x 3.7	
B+					x 3.3	
B					x 3.0	
B-					x 2.7	
C+					x 2.3	
C					x 2.0	
C-					x 1.7	
D+					x 1.3	
D					x 1.0	
D-					x 0.7	
F					x 0.0	
			Grand Total Credits =			Grand Total Points =
			Grand Total Points	divided by	Grand Total Credits	=
				equals		GPA

PACIFIC UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
FALL 2016
OPTIONAL INFORMATION

**Items below do not have any bearing on the admission decision and
are used for statistical purposes only.**

Name _____

GENDER Male Female

MARITAL/RELATIONSHIP STATUS Single Married/Partnered Other

ETHNICITY

Are you Hispanic/Latino? Yes No

Select all categories that apply to you:

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

PACIFIC UNIVERISTY
MASTER OF SOCIAL WORK PROGRAM
FALL 2016
PREREQUISITE RECOMMENDATIONS

Name: _____

Specific courses are not required for the Master in Social Work Program. Ideally, applicants will have completed a minimum of two (2) courses from each of the following three (3) categories:

NATURAL SCIENCES and MATH: Examples include: Anatomy, Biology, Botany, Chemistry, Environmental Science, Geography, Geology, Mathematics, Physics, and Statistics.

Dept & No.	Course Title	Sem Hrs	Grade	R	Date Completed	Date to be Completed	Institution

HUMANITIES and ARTS: Examples include: Art History, Film Studies, Oral Communication, Critical Thinking, Dance, English, Foreign Language, Literature, Music, Philosophy, Religion, Sign Language, and Theater.

Dept & No.	Course Title	Sem Hrs	Grade	R	Date Completed	Date to be Completed	Institution

SOCIAL and BEHAVIORAL: Examples include: Anthropology, Latino Studies, Counseling, Economics, History, Human Development, Native American Studies, Political Science, Psychology, Sociology, and Women's Studies.

Dept & No.	Course Title	Sem Hrs	Grade	R	Date Completed	Date to be Completed	Institution

Transfer Credits

Up to nine (9) semester credits earned at a regionally accredited institution and not previously used to obtain another degree may be transferred to Pacific University and counted toward degree completion. Transfer credits involving a previously earned degree may be affected by additional Pacific University policies.

Additionally, the MSW Program does not grant credit for employment, life experience, or for a practicum taken as part of a non-accredited degree program or programs.