Master of Social Work Program
Application for Fall Entry 2016
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 decisions. **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).

8. **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
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 __________________________

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.**

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<thead>
<tr>
<th>From Mo/Yr</th>
<th>To Mo/Yr</th>
<th>Name of College or University (complete name--no abbreviations)</th>
<th>City, State</th>
<th>Degree Earned</th>
<th>Date Transcript Requested</th>
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Do you have a bachelor’s degree?

- [ ] Yes    Date received/Institution: _____________________________
- (Check one) _____ BA _____ BS _____ BSW _____ BSSW _____ Other

- [ ] No     Date completion expected/Institution: _____________________________
- (Check one) _____ BA _____ BS _____ BSW _____ BSSW _____ Other

**CUM GPA [gree] 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

<table>
<thead>
<tr>
<th>Name/Occupation</th>
<th>Email/Phone</th>
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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 Americans 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. O Yes  O 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. O Yes  O 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. O Yes  O No  Have you ever been placed on leave by your employer for any alleged misconduct?

4. O Yes  O No  Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential?

5. O Yes  O 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. O Yes  O No  Have you ever surrendered a professional license of any kind before its expiration?

7. O Yes  O No  Have you ever been disciplined by any public agency responsible for licensure of any kind?

8. O Yes  O 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. O Yes  O 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. O Yes  O 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
**Name of Applicant**

Last  | First  | Middle

**To the evaluator:** The person named above is applying to the Master of Social Work Program at Pacific University and has requested that your evaluation be included as part of the information on which we will base our admission decision. Please assist us in our evaluation of this applicant by responding frankly to the questions on this form. If you do not know the applicant well, please return the form to the applicant so that it may be given to another evaluator. An additional typewritten letter of evaluation is optional and not required for completion of this application.

The admission procedure of the Master of Social Work Program requires the applicant to gather letters of evaluation (and other documents) and submit a complete set of documents with the application. The advantage of this system is that the applicant knows the application is complete when it is submitted. After completing this form, place it in the envelope provided, seal the envelope, and sign it across the seal. Return it to the applicant who will forward it, unopened, to the Office of Admissions. Thank you for your assistance.

*The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) requires that permanent files be open to successful applicants who then enroll in a college or university. To comply with FERPA and to ensure a candid response from evaluators, the Office of Admissions will remove from the applicant's file the completed letters of evaluation of all successful applicants prior to the student entering Pacific University. Thus, your comments will not reach the applicant.*

Respond candidly to the following questions.

1. **Briefly describe your relationship to this candidate including length of acquaintance.**

2. **What strengths does this candidate possess (including personal and interpersonal attributes) which encourage your recommendation toward a career in social work?**

3. **Does the applicant exhibit any behaviors, attitudes, or personality traits which would be of concern to you should he/she become a Social Worker? Please describe.**

~~OVER~~
4. Rate the following characteristics of the applicant, in relation to the applicant’s peers. Check one.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Exceptional Top 10%</th>
<th>Above Average Top 25%</th>
<th>Average Top 50%</th>
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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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- 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

Pacific University MSW Program
40 East Broadway, Suite 250
Eugene OR 97401
Email: msw@pacificu.edu Phone: 541-485-6812
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

<table>
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<tr>
<th>Quarter Credits conversion to Semester Credits</th>
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<tr>
<td>1 quarter credit x 0.667 = 0.667 semester credits</td>
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<td>2 quarter credits x 0.667 = 1.33 semester credits</td>
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<td>3 quarter credits x 0.667 = 2.00 semester credits</td>
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<td>4 quarter credits x 0.667 = 2.67 semester credits</td>
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<td>5 quarter credits x 0.667 = 3.33 semester credits</td>
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<tr>
<th>Grade</th>
<th>Quarter Hrs</th>
<th>Conversion = Q hrs x 0.667</th>
<th>plus Semester Credits</th>
<th>equals Total Credits</th>
<th>Total Credits multiplied by Pts/Credit</th>
<th>equals Total Points</th>
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Grand Total Credits = __________
Grand Total Points = __________

Grand Total Points divided by Grand Total Credits = GPA
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
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.

<table>
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<tr>
<th>Dept &amp; No.</th>
<th>Course Title</th>
<th>Sem Hrs</th>
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<th>Institution</th>
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**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.

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

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**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.