Instructions: Application to the MSW-PhD

Application Due Dates
- January 7 – All applicants
- December 1 – International applicants seeking fellowships
- January 6 - Domestic applicants seeking fellowships

Summary list of Application Materials
- Ohio State Graduate Application or Transfer of Graduate program form via Gradforms (or via PDF if you are unable to access Gradforms).
- Resume
- Application Cover Sheet
- Personal Statement
- ASAP applicants only - Documentation of Field Practicum Performance
  - Letter summarizing performance; OR
  - Copy of most recent Field Evaluation
- Academic or Professional Writing Sample
- GRE Scores
- TOEFL Scores (International applicants)
- Three Letters of Recommendation
- Transcripts from all post-secondary institutions attended
- GA application for those seeking funding

Should I submit an Ohio State Graduate Application or Transfer of Graduate Form?
If you have never been a graduate student at Ohio State, you should submit an Ohio State Graduate Application.
If you have been a graduate student at Ohio State use the Transfer of Graduate Program form on Grad Forms. If you cannot access Grad Forms, submit your application materials directly to the PhD Program Office.
Applicants from the MSW who have graduated two or more years ago may use Grad Forms, otherwise submit your application directly to the PhD Program Office.

Ohio State Graduate Application
To apply via this method go to the Graduate and Professional Admissions website, http://gpadmissions.osu.edu/index.html Select “Find your program”; select “Social Work” then “Doctor of Philosophy”; select the “Apply” tab and then select “Apply” and follow the instructions.
Be prepared to pay your application fee when applying.
Also, have the information you will need for your application as well as your application documents ready. You will be able to upload these documents at this time.
Transfer of Graduate Program

New for 2017, applicants who are or have been graduate students at Ohio State may submit their applications via Grad Forms.

Go to the Graduate and Professional Admissions website http://gpadmissions.osu.edu/index.html or to the Graduate School website https://gradsch.osu.edu/. Once you have selected your program and the “Apply” tab, select “Apply”. Read the information on the link and select either “current or recent Ohio State student” or “former Ohio State student”; then select “Graduate Intra-University Transfer” and fill in the term and campus, e.g. Autumn 2017 Columbus. Follow the prompts and instructions.

Uploading Documents

It is recommended that you upload all of your documents when completing the on-line application. However, if you weren’t able to do so, you may use the Admissions Uploader located on the “Contact Us” page of the Graduate and Professional Admissions website - http://gpadmissions.osu.edu/help/contact-us.html

If there are documents or application materials, excluding transcripts, that you were unable to upload, submit those directly to the PhD Program Office.

Resume

You may submit a resume or CV.

Application Cover Sheet

The Application Cover Sheet will help us to pair your application materials with your application folder.

The following should be included in your Application Cover Sheet: Name, email address, program applying for (MSW-PhD from the Bachelor’s or MSW-PhD from the master’s), term and year applying (Autumn 2017). You may attach it to your Background and Professional Goals Statement or submit as a separate document.

Background and Professional Goals Statement

The Background and Professional Goals Statement ties together your application and provides the admission committee with insight into your qualifications and reason for pursuing the MSW-PhD. It is given considerable weight and should be prepared with great care.

Format:

- Double-spaced, typed, 12pt font
- 3-5 pages for each “Part” or a total of 6-10 pages
- Your name and program (MSW-PhD from the bachelor’s or MSW-PhD from the Master’s) on the header or footer of each page.

As MSW-PhD applicants you will need to prepare a two-part statement. The first part will address the MSW program and the second part will address the PhD program. Please Label the sections of your statement as: Part 1 – MSW; Part 2 - PhD.

For Part 1 – MSW, add any relevant information you wish, but please do not omit any sections or questions; indicate “not applicable” where appropriate. Please use the question number and its associated subheading when responding to each question.

Part 1 - MSW

1. Knowledge and Awareness of the Social Work Profession
Instructions: Application to the MSW-PhD in Social Work, The Ohio State University

1. Describe how your understanding of the social work profession applies to your social work career goals.

2. Describe your motivation to pursue a graduate degree in social work, and how you foresee it helping you to attain your professional goals.

3. Discuss your student organization, volunteer, and/or paid work experiences that are relevant to social work practice.

4. Discuss the skills you have developed from these experiences that you think provide a foundation for the social work profession.

5. Academic Performance (These questions pertain only to those with a cumulative GPA less than 3.0)
   a. Describe what contributed to your academic challenges in your undergraduate studies that prevented you from achieving a 3.0 GPA.
   b. What measures will you take to improve your academic performance if admitted to the program?

6. *Evaluation and Research Interests, Other Accomplishments (These questions are required if you wish to be nominated for a University Fellowship).
   a. Describe any research experience and related interests.
   b. Summarize any achievements, scholarships, and/or honors you’ve received related to academics and/or community service

*Please address the content of Question 6 within the PhD section of your personal statement. Within the MSW section of the statement, please indicate that question 6 will be addressed in the PhD section of your statement.

Part 2 – PhD

The PhD section focuses on your background, qualifications and aspirations for the PhD. Please address the following in essay format and weave in where appropriate information requested in question 6 of the MSW section of the your statement.

- Background – Undergraduate and graduate education; relevant employment, and professional activities.
Specific interests in social work and/or other disciplines
Research experience, including thesis and other published or unpublished writings
Research interests and contributions your research will make to social work
Reasons for pursuing the PhD in the field of social work and how the degree fits into your career goals
Reasons for pursuing the PhD in Social Work at The Ohio State University

Writing Sample

- Written solely by you
- Demonstrates your ability to write and think analytically
- Reflects your highest level of research to date
- Format: Include your name and Program (MSW-PhD from the bachelor’s or MSW-PhD from the master’s) on the header and footer of each page.

Three Letters of Recommendation

- If you are applying via Ohio State’s Graduate Admission’s application form or the Graduate School’s Grad Forms, follow the application instructions and prompts for listing recommenders. Recommenders can complete recommendations on-line, but the letters should be formal and preferably on letter-head stationary.
- Current Ohio State MSW students should request 3 new letters of recommendation. These letters of recommendation should include the Graduate Admissions Letter of Recommendation form and a letter of recommendation on letterhead stationery.
- Recommenders should be graduate or undergraduate faculty members who can address your suitability for the MSW-PhD program as well as both a professional and research career.
- As the applicant, you are responsible for obtaining references and confirming that forms and letters are sent and received.

Transcripts

- An official transcript from each post-secondary institution attended is required.
- Copies of official transcripts can be uploaded with your application. You can also upload them later using the Admissions Uploader. See http://gpadmissions.osu.edu/help/contact-us.html
- Official final transcripts will be requested upon admission.
- If you are a current or former Ohio State MSW or other graduate student, you need to submit only transcripts not currently on file. Please check with your current department and the PhD program office to find out which transcripts are on file.
- As the applicant, you are responsible to make sure that transcripts from each post-secondary institution that you have attended are submitted and received.

Coursework

MSW-PhD applicants whose highest degree is a bachelor’s must have a B- or better in both a statistics and a research course for admission consideration.

GPA

- The Graduate School requires a combined undergraduate GPA of 3.0 or higher for all graduate applicants.
• If you are an MSW-PhD applicant whose highest degree is a bachelor’s, the College of Social Work PhD program requires a 3.5 or higher combined undergraduate GPA for admission consideration.
• If you are an MSW-PhD applicant with a master’s degree and your combined undergraduate GPA is below 3.0, but you think you would otherwise be a competitive applicant and would like to apply, please contact the PhD program.

GRE
• The GRE is required for all applicants
• GRE scores (minimum scores for admission consideration for applicants whose highest degree is a bachelor’s and targeted scores for applicants with a master’s):
  o Verbal - 40th percentile or higher;
  o Quantitative – 40th percentile or higher
  o Writing – 3.5 or higher.
• Tests should be no older than 5 years
• Codes:
  o Ohio State – 1592
  o Social Work - 5001
• For more information see: http://www.ets.org/gre/

TOEFL/English Proficiency for International Student Admission
Please follow Ohio State’s requirements. See http://gpadmissions.osu.edu/intl/english-proficiency.html

Graduate Associate (GA) Application
This application is required if you wish to be considered for funding. MSW-PhD students are eligible for 25% GA positions. Students must be full-time to hold a GA position at Ohio State.

Forms
Links to forms can be found on the “How to Apply” section of the Social Work PhD website - http://csw.osu.edu/degrees-programs/phd/how-to-apply/

Graduate Admissions Forms and information can be found on the Graduate and Professional Admissions website - http://gpadmissions.osu.edu/index.html

Summary Criteria for MSW-PhD Applicants from the Bachelor’s
Applicants whose highest degree is a bachelor’s need to meet the following criteria in order to be considered for admission to the MSW-PhD:
• 3.5 combined undergraduate GPA
• GRE Scores:
  o Verbal - 40th percentile
  o Quantitative – 40th percentile
  o Writing – 3.5
• Coursework
  o Research – B-
  o Statistics – B-

Applicants who don’t meet this criteria will be referred to the MSW program prior to admission review.
Advanced Standing Alternative Plan (ASAP)

The eligibility requirements for the ASAP program are: 1) meets admission requirements for MSW; 2) have a Bachelor of Social Work degree from a CSWE accredited program earned within the last five years; 3) demonstrate evidence of social work practice experience. Experience gained in undergraduate field instruction or paid employment should be fully described in the your Background and Professional Goals Statement; 4) Document performance in your field practicum from your field instructor (this may be in the form of a letter summarizing your performance in field or a copy of your most recent field evaluation – upload them with your application). These requirements may also be found on the MSW website - http://csw.osu.edu/degrees-programs/msw/faq/

Review

As an applicant to the MSW-PhD program, your application will be reviewed for both the MSW and PhD programs. You do not need to submit separate applications for these programs. If you are admitted to the MSW, but not the PhD, your application will be referred to the MSW program and you will need to inform the MSW program if you would like to pursue the MSW. Instructions will be in your letter of admission from the College of Social Work.

Contact Us

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or 614-292-6188

http://csw.osu.edu/degrees-programs/phd/

College of Social Work
PhD Program Office 1947 College Road
Columbus, OH 43210

MSW Program -
http://csw.osu.edu/degrees-programs/msw/