2020-2021 MSW Application
Quick Reference

Apply online at: https://university-alaska.force.com/UAA/Portal_Register

Applying to the MSW Program
Applications to the MSW program are accepted and reviewed once a year. Applications must be submitted online by January 15. Paper applications will not be accepted. Incomplete applications will not be reviewed until all application materials have been submitted. Late applications may be accepted at the discretion of the MSW Admissions Chair.

My Profile – Complete the profile section, including your name, UA ID number (if assigned), email, phone, residency, emergency contact, and other personal information.

My Application – After completing the profile, click the ‘new application’ link

a. Program Information: Select the following from the drop-down menus: Graduate Level > Anchorage Campus > College of Health > MSW Social Work Major > Master of Social Work Degree > Summer Semester 2021.

b. Academic History: List all colleges and universities that you have attended

c. Academic Recommendation: provide names and email addresses of 3 professional references. Preferably recent employers, co-workers, professors or academic mentors. Personal recommendations are not accepted. Be sure to contact your references.

Applicants for advanced standing must include one reference by a BSW faculty member (practicum seminar instructor, BSW program coordinator, BSW field coordinator, or BSW academic advisor) who can address your readiness for advanced standing. Be sure that the BSW faculty member responds to the advanced standing question on the reference form.

d. Program Questions: Select your preferred length of study, request advanced standing, or indicate interest in the joint Master of Social Work/Master of Public Health program.
   i. Prerequisite Course Work: List all courses you have completed or are in the process of completed: Applied Statistics, and Human Biology. For each course listed, please include the course title, institution, year/semester completed, and grade earned.
   ii. Criminal History: if you answer “Yes”, please upload a letter of explanation with this section.

Resume - Professional resume must be typed. Resumes should include:

a. Work Experience: Prior employment history with name and location of the organization, title/position held, duties performed, and dates of employment;

b. Volunteer Experience / Community Involvement: List prior community involvement or volunteer experience; include the name and location of the organization, tasks performed, & dates of service;

c. Awards/Honors: Highlight relevant activities and honors, such as academic awards and scholarships, membership in organizations, leadership positions, and work-related awards or honors. Provide dates of award or involvement.
Personal Statement – Provide a separate response to each of the four questions below, and please number your response to each question. Submit the personal statement as a single electronic document titled “Personal Statement” and include your name. The personal statement should be typed, double-spaced, and should be no longer than four (4) pages. Responses will be reviewed for content, critical thinking, grammar, punctuation, and spelling.

1. Graduate social work education requires a major time commitment to meet program demands. Describe your plan to achieve a balance between the courses and field practicums required of a part-time or full-time student and other aspects of your life (e.g., personal, work, family, and community responsibilities).
2. Describe your connection to Alaska and your reason for pursuing your Master of Social Work degree at the University of Alaska Anchorage School of Social Work.
3. Explain why you are interested in pursuing your Master of Social Work degree and how you plan to use it.
4. Share how your personal, volunteer, community involvement, education, and professional experiences have shaped your self-awareness and influenced your understanding of and commitment to social, economic, and/or environmental justice.

Writing Sample – Write an essay that responds to the prompts below. Submit the writing sample as a single electronic document titled “Writing Sample” and include your name. Writing sample must be typed and double-spaced. Responses will be reviewed for content, critical thinking, organization, grammar, punctuation, and spelling. Do not exceed three (3) pages in length.

- Identify and describe a social challenge of interest to you and relevant to the practice of social work.
- Discuss the key factors contributing to the social challenge.
- Share ideas for how the social challenge may be addressed.
- Discuss leadership roles you might undertake as a social worker in addressing the social challenge.
- If you use outside sources of information to inform your essay, please provide citations and references.

Official Transcripts - Provide official transcripts reflecting completion of all baccalaureate or master degrees as well as any transcripts with graduate credit. All requested transcripts must be official and securely transmitted directly to UAA by the issuing institution. Students do not need to request transcripts from any University of Alaska Campus. Transcripts can be sent directly from the issuing institution to UAA Admissions through a secure electronic transcript service by providing the following email address when requesting your transcript: application-documents@uaa.alaska.edu. Send official printed transcripts to the UAA Office of Admissions (By USPS: UAA Office of Admissions, 3211 Providence Drive, UC 106, Anchorage AK 99508; By FedEx, UPS, DHL, or Courier: UAA Office of Admissions, 3901 Old Seward Highway, Anchorage, AK 99503).

Review your MSW application - It is the responsibility of the applicant to ensure that all required materials are uploaded in the online application portal by January 15. Applicants can login and revisit the application ‘Home Page’ to review a checklist of required items, review instructions, and submit or upload documents directly to your application.

After submitting your MSW Application - You will receive an email confirming submission of your application and notification of any incomplete documents. Notify the School of Social Work if your name, address, email, or phone number changes, or if you wish to withdraw your application.

UAA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination