Applications to the MSW program are accepted and reviewed once a year. Applications must be submitted online by January 15. 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 three 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 three (3) pages. Responses will be reviewed for evidence of understanding the field of social work, evidence of social work values, critical thinking, grammar, punctuation, and spelling.
Please respond to each of the following questions individually. Please number your response to each question:

1. Social work is a profession committed to anti-racism, diversity, equity, and inclusion and to advancing human rights and social, racial, economic, and environmental justice. Knowing this, share how your personal, volunteer, community involvement, education, and / or professional experiences led you to choose social work.

2. Describe how an MSW degree from UAA will help you to meet your personal and professional goals. Please specifically address your future career plans and reason for choosing UAA.

3. Recount an ethical issue you have had in your personal, professional, or volunteer experience. Discuss your decision-making process and the factors that contributed to the ultimate outcome. Please protect confidentiality and do not reveal the names of people, communities, or organizations.

Writing Sample – Submit the writing sample as a single electronic document titled “Writing Statement” and include your name. For the writing sample, please respond to the following:

Two issues (among many) that presently concern social workers and the profession of social work are income inequality and systemic oppression. Choose ONE of the issues and 1) describe your understanding of the issue and 2) discuss how social workers can work within society to address the issue.

- Please support your arguments with evidence from your lived experience and / or from outside sources of information.
- Outside sources of information are not required but if you use outside sources of information, then in-text citations are required using the APA author-date citation system. Each work cited must be included in a reference list provided at the end of the writing sample. The reference list is not included in the two-page limit of the writing sample.
- The writing sample should be typed, double-spaced, and should be no longer than two (2) pages (excluding the reference list).

Responses will be reviewed for evidence of understanding the field of social work, evidence of social work values, critical thinking, providing support for your arguments with evidence from your lived experience and / or from outside sources of information, grammar, punctuation, and spelling.

Official Transcripts - Provide official transcripts from all colleges and universities attended 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 printed transcripts to: UAA Office of Admissions, Enrollment Services Center, 3211 Providence Drive, Anchorage, AK 99508

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