Master of Social Work
Program & Admissions Information
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Introduction: MSW Program Coordinator

Dear Prospective Student,

Thank you for your interest in the Master of Social Work program at the University of Alaska Anchorage. In our distance-delivered MSW program, students from rural and urban communities in Alaska join together in a highly engaging, rigorous learning environment to develop the social work practice and leadership skills needed to address the most complex social challenges in Alaska. Courses are delivered through a combination of weekly, synchronous web-conference classes and online, asynchronous learning activities, which give students multiple opportunities to develop deep and meaningful relationships with faculty and other students.

The MSW program at the University of Alaska Anchorage is a truly unique program. We have an excellent faculty with social work practice experience in Alaska and in rural communities. Students experience small class sizes and individualized instruction. Each student works closely with an MSW academic advisor and with the MSW field coordinator, who assists with arranging MSW field practicum placements in students’ home community. Finally, students have opportunities for leadership with the MSW Student Coalition, whose mission is “to establish and foster connection between MSW students, the community, and future students.”

If you are interested in making a difference in your community and in Alaska, I encourage you to apply to the UAA MSW program. Please review this book to learn more about the UAA MSW program, the curriculum, the application, and the admissions process. If you have any questions, please do not hesitate to contact us. We are happy to talk with you and answer your questions.

Sincerely,

Mary Dallas Allen, PhD, MSW
Professor of Social Work
MSW Program Coordinator
MSW Program Introduction

Mission
The mission of the UAA MSW program is to develop a community of MSW professionals located across rural and urban Alaska who are dedicated to advancing human rights, engaging in anti-racist and anti-oppressive social work practice, and pursuing justice, equity, and inclusion for all. Through a collaborative online learning environment and field practica, students develop advanced generalist social work values, knowledge, and skills in direct practice, leadership, critical scientific inquiry, and policy advocacy to address the complex health and social welfare needs in Alaska and the Circumpolar North.

MSW Program Student Learning Outcomes
The MSW program prepares advanced generalist social workers who:
- Are leaders who assume multiple practice roles to address health and social issues in Alaska.
- Engage in practice consistent with the values and ethics of the social work profession.
- Demonstrate attunement, sensitivity and respect for people from diverse backgrounds.
- Intervene differentially with, and on behalf of, populations at risk or who experience discrimination, economic deprivation, and/or oppression.
- Develop and conduct research to inform practice.
- Develop and evaluate social policies that promote social, economic and environmental justice.
- Engage in planned change using theory and evidence-based practice processes to provide competent and effective services across system sizes.
- Integrate contextual knowledge into the development, implementation and evaluation of social work services in Alaska.

MSW Program Accreditation
The UAA School of Social Work Master of Social Work program is fully accredited by the Council on Social Work Education.

MSW Curriculum
The UAA School of Social Work Master of Social Work program is a distance-delivered advanced generalist MSW program. The advanced generalist concentration is the ideal curriculum model to meet the significant and complex needs spanning across remote, rural, and small metropolitan community needs of Alaska. Social workers in Alaska are required to assume multiple roles and responsibilities in their work, frequently serving as the only social worker in their agencies, and quite possibly, the only social worker in their geographic region. As a result, an advanced generalist social worker needs to be able to perform multiple roles in the direct, organizational and community practice arenas.

The MSW program curriculum is divided into the generalist curriculum and the advanced generalist curriculum, and it includes five course sequences across the curriculum: social work practice, policy, human behavior in the social environment, research, and field practicum. The generalist curriculum prepares students to engage in generalist social work practice, and the advanced generalist curriculum prepares students to engage in leadership and advanced social work practice.

Generalist MSW Curriculum
The UAA MSW foundation curriculum design, including the goals, objectives and course outcomes, provides students with a generalist perspective for social work practice. Generalist social work practice prepares social work students who can: assume multiple roles in their work; intervene on multiple levels to enhance human well-being; address the needs of Alaskans in distress due to poverty, oppression or other forms of social or economic injustice; and demonstrate a commitment to the values and ethics of the profession.

The generalist curriculum consists of the following courses, which must all be completed before advancing to the concentration curriculum:
Advanced Generalist MSW Curriculum
The advanced generalist curriculum provides advanced content in the curricular areas introduced in the foundation curriculum, addressing it in greater depth, breadth, and specificity. Thus, the advanced generalist concentration provides a continuum of knowledge based upon the liberal arts foundation and generalist practice knowledge from the foundation curriculum. The continuum moves entry-level practitioners to an autonomous level of practice, with leadership, innovation, and creativity at the core of advanced generalist practice. The intent of the advanced generalist curriculum is to prepare students for independent practice and leadership roles in the community. The UAA MSW concentration curriculum design, including the goals, objectives and course outcomes incorporate elements of the definition of advanced generalist practice to prepare graduates for advanced generalist practice:

The advanced generalist curriculum consists of the following courses:
SWK 608 Advanced Policy Practice
SWK 628 Program Evaluation
SWK 629 Advanced Practice with Individuals
SWK 633 Advanced Practice with Families and Groups
SWK 634 Transformational Leadership in Social Work
SWK 635 Transformational Leadership Capstone
SWK 646 Advanced Generalist Practicum I
SWK 647 Advanced Generalist Practicum II
SWK 698 MSW Research Seminar

Field Education
The UAA MSW field education program provides students with a rich opportunity to apply knowledge, values, skills, and cognitive and affective processes developed in the classroom to the demonstration of generalist and advanced generalist competencies in real-world agency settings while working directly with and on behalf of a variety of client groups in Alaska, including clients and constituencies in rural and urban communities.

MSW students complete two field practicum placements: one in the generalist curriculum and one in the advanced generalist curriculum. The MSW Field Coordinator assists students with the field placement process. Both practicum placements are a year-long, and they are completed during the fall and spring semesters. Students may complete their practicum placement in their place of employment. Students are required to complete a total of 480 hours in each practicum, which is approximately 16 hours a week in the field practicum placement for a total of 30 weeks (2 semesters). While in the field practicum, students are also enrolled in a field practicum seminar, where they integrate MSW didactic course content with field learning experiences.

Credit for Life or Work Experience
As required by the Council on Social Work Education, the UAA MSW program does not grant social work course credit for life experience or previous work experience.
UAA MSW Program Delivery

The MSW program is distance-delivered and is accessible to students who physically reside in Alaska. The courses are delivered using synchronous and asynchronous educational technologies, including Blackboard course management system, Blackboard Collaborate, teleconference, and video conference. Through distance education technology, students and faculty are highly engaged in a community of collaborative learning.

The required MSW courses require students to attend regularly scheduled distance-delivered class sessions each week, which are scheduled from 5:00 – 6:45 pm and 7:00 – 8:45 pm. Students are required to attend the MSW Program Intensive and Field Orientation at the start of fall semester.

The MSW program is offered full-time, part-time, and advanced placement:

**Full-Time Program (2 years)**
Full-time students attend classes during summer, fall, and spring semesters for two years. Full-time students complete the foundation curriculum during the first year, which includes an intensive in Anchorage at the beginning of fall semester, followed by the concentration curriculum during their second year, which also includes an intensive in Anchorage at the beginning of fall semester. Full-time students complete two field practicum placements in their home community: one is completed in the first year during fall and spring semesters and one is completed in the second year during fall and spring semesters. The full-time program requires a course load of 3 credits each summer, and 13-16 credits each fall and spring semester.

**Part-Time Program (4 years)**
Part-time students attend classes during summer, fall, and spring semesters for four years. Part-time students complete the MSW program in four years with the foundation curriculum completed during the first two years and the concentration curriculum completed during the second two years. Part-time students attend an intensive in Anchorage during the fall semester of the first year and an intensive in the fall semester of the third year. They complete two practicum placements in their home community: one is completed in the second year during fall and spring semesters and one is completed in the fourth year during fall and spring semesters. The part-time program requires a course load of 3 credits during the summer and 6-7 credits each fall and spring semester.

**Combination Part-time / Full-time (3 years)**
Students can complete the program in three years by either beginning part-time (2 years) then switching to full-time (1 year) or beginning full-time (1 year) then switching to part-time (2 years).

**Advanced Standing Program (1-2 years)**
Students with a BSW degree from an accredited social work program who are admitted with advanced standing enter the MSW program during the advanced generalist curriculum, and they may attend full-time or part-time. Full-time and part-time advanced placement students complete one intensive at the beginning of the first fall semester of the advanced standing program. Advanced standing students complete one practicum placement in their home community during fall and spring semesters. The part-time advanced placement program requires a course load of 3-6 credits during the summer and 6-7 credits during fall and spring semesters. The full-time program requires 3-6 credits in the summer and 15-16 credits during fall and spring semesters.

Technology Requirements
UAA MSW Students must be able to access the Internet, navigate web pages, check and respond to email, and attach files to email. Students need access to word processing software (such as Microsoft Word), presentation software (such as Microsoft PowerPoint), and media playing software (YouTube, Windows Media Player, etc.) as courses often use these programs to complete assignments. Many courses use web conferencing, such as Zoom web conferencing, for the synchronous class meetings. To participate in the
UAA MSW program, students will need a web camera, speakers, and a microphone (or a headset with a built-in microphone).

Specialized Learning Opportunities

Dual Degree, Master of Social Work / Master of Public Health

The Master of Social Work/Master of Public Health (MSW/MPH) dual degree provides academic training to maximize the impact of both public health and social work practices. This dual degree develops expertise at the nexus of public health and social work. The goal of this program is to train leaders who have the skills and competencies to address many of the social and public health problems facing the state of Alaska, this nation, and the world.

Admissions requirements: Students must apply separately and meet the admission requirements of both the MSW and MPH programs. See below for the MSW program admissions requirements.

AHEC Scholars

AHEC Scholars is a two-year program designed to supplement and broaden a student’s healthcare training. Any student enrolled in their final two years of an Alaskan healthcare program can apply. Students receive a stipend and reimbursement for transportation and lodging to rural community-based learning site.

AK-IDLC

The Alaska Interprofessional Distance Learning Consortium (AK-IDLC) is a unique grant-funded program that aims to train graduate professional students in the delivery of culturally responsive behavioral health care using face-to-face and telehealth methods. The program equips trainees with best practices in helping Alaska Natives, individuals in LGBTQ2+ communities, people living in poverty, and youth exposed to violence. Students receive a $10,000 stipend.

AK LEND

Alaska LEND (Leadership Education in Neurodevelopmental and related Disabilities) Provides graduate level interdisciplinary leadership training for individuals with a commitment to providing family-centered coordinated systems of health care and related services to improve the health of infants, children, and adolescents who have, or are at risk for developing, autism and other developmental disabilities. Students receive a stipend.

Graduate Certificate in Children’s Mental Health

The Graduate Certificate in Children’s Mental Health is designed to expand specific skills and clinical experiences in children’s mental health and allow students to expand their expertise through an interprofessional understanding of children’s mental health practices in Alaska.

Project BLENDS

Project BLENDS is an interdisciplinary, advanced training program designed to prepare graduates in four related service disciplines to work collaboratively to support infants, toddlers, and preschool-age children with high intensity social-emotional needs and their families. Students receive an $18,000 stipend, support to attend conferences, funding for books, a computer, and post-graduation employment support and mentorship.

Specialization in School Social Work

The UAA Specialization in School Social Work prepares MSW-level social workers to provide school social work services in rural and urban school districts. Students who complete the Specialization will have met the content area requirements for Type C Certification in School Social Work from the Alaska Department of Education and Early Development.
**MSW Tuition Information**

**Tuition**

Tuition at UAA is determined by the number of course credit hours, the level of the course, and the student’s residency status. All MSW courses are graduate 600-level courses. For detailed information about tuition, fees, and residency status, please visit the UAA Financial Aid website.

**Western Regional Graduate Program**

The Western Regional Graduate Program (WRGP) makes high-quality, distinctive graduate and healthcare-related programs available to students of the western states at the resident tuition rate. As part of the Student Exchange Program of the Western Interstate Commission for Higher Education, WRGP helps place students in a wide range of graduate programs, all designed around the educational, social, and economic needs of the West. States involved in the program include Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Through WRGP, students are eligible to enroll in available programs outside of their home state at resident tuition rates. Applicants need not demonstrate financial need.

**Student Financial Aid**

The Office of Financial Aid assists students with financial aid and can be reached by phone at (907) 786-1480 or on the UAA Financial Aid website.

**Scholarships & Stipends**

The UAA Office of Financial Aid has information about scholarships eligibility. Social work students should inquire about:

- The Dove Kull Memorial Scholarship: minimum award of $500.
- The NASW Alaska Scholarship: $500-$1000 to a UAA MSW student who is a member of NASW.
- The Ella Craig/NASW Alaska Chapter Scholarship: awards of $500-$1000 at the MSW level.

**MSW Admission Information**

**Applying to the MSW Program**

Applications to the MSW program are accepted and reviewed once a year. Applications to the MSW program must be submitted online at the UAA Office of Admissions website 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.

**Transfer Credits**

Up to 9 semester credits not used toward an undergraduate degree may be transferred to UAA from an accredited institution and counted toward a graduate degree. Up to 9 graduate credits may also be transferred in the case of a second master’s degree, although doctoral degree credits may not be used toward an additional master’s degree unless that degree is in a distinctly different field. Acceptance of transfer credit toward graduate program requirements must be approved by the individual program faculty, college dean and Graduate School.

**Transferring from an MSW program**

Transfer applicants currently enrolled in a CSWE accredited MSW program are considered on a limited basis. Applicants currently enrolled in an MSW program who would like to transfer to the UAA MSW program must have completed the full generalist curriculum, including course work and practicum. To be considered, applicants must be currently enrolled in a CSWE accredited MSW program, must be in good standing, and must have a cumulative GPA of 3.0 or better. Per UAA Graduate School Policy, all graduate degree requirements must be completed within 7 years.
If admitted to the UAA MSW program, applicants will be admitted into the advanced generalist curriculum of the UAA MSW program, which is 34 credits and includes 6 credits of electives.

Procedure for applying as an MSW transfer student:

• Submit the full UAA MSW program application by January 15. On the application, choose that you are applying for advanced standing.
• One of the three letters of reference must be from the MSW program director / coordinator or MSW advisor stating that you are currently in good standing in the MSW program from which you are transferring, and that you have completed all courses in the generalist curriculum including field education.
• Transfer students might be asked to submit syllabi for courses taken in the previous program for review by the MSW Program Coordinator, who will review for course equivalency. Admitted students may be required to take additional generalist coursework at UAA as a condition of admission.

Criteria for Admission to the MSW Program

• GRE is not required.
• An earned baccalaureate degree from a college or university accredited by a recognized regional accrediting association.
• 3.00 cumulative undergraduate GPA (The MSW Admissions Committee may make exceptions, taking into account special circumstances based on a review of the entire application)
• Two prerequisite courses (completed with a grade of “C” or better):
  o Human biology (UAA courses that satisfy this requirement: BIOL A100; BIOL A102; BIOL A111 or BIOL A112; BIOL A113 or BIOL A114)
  o Statistics (UAA courses that satisfy this requirement: STAT A200 & A253, PSY A260, SOC A462)

Criteria for Admission to the MSW Program with Advanced Standing

Applicants who do not meet the criteria for advanced standing may apply to the full MSW program.

• GRE is not required.
• Bachelor of Social Work degree completed within the past five years from a baccalaureate social work program accredited by the Council on Social Work Education, recognized through its International Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors.
• 3.00 cumulative undergraduate GPA
• 3.50 GPA in BSW program core courses (course work in human behavior, policy, research, practice, and practicum)
• Grade of “A” or equivalent in each field placement course
• Two prerequisite courses (completed with a grade of “C” or better):
  o Human biology (UAA courses that satisfy this requirement: BIOL A100; BIOL A102; BIOL A111 or BIOL A112; BIOL A113 or BIOL A114)
  o Statistics (UAA courses that satisfy this requirement: STAT A200 & A253, PSY A260, SOC A462)

Admissions Decisions

The UAA MSW Admissions Committee is composed of faculty of the UAA School of Social Work, UAA MSW alumni, and members of the professional social work community. The Admissions Committee reviews all complete applications to the MSW program. Only complete applications will be reviewed by the Admissions Committee, and incomplete applications will not be reviewed until all application materials have been submitted. The Committee determines admission based on a combination of factors, including:
• Undergraduate preparation. While a minimum GPA of 3.0 is desired, exceptions may be for special circumstances based on a review of the entire application packet, particularly if the grade point average in the last 60 credits is above 3.0.
• Assessment of the applicant’s understanding of and commitment to social work and their capacity for the profession as evidenced by the applicant’s resume, letters of reference, personal statement, and writing sample.
• Demonstration of critical thinking and writing ability based on the personal statement and writing sample.
• Letters of reference.

Notice of Admission Decisions

Applicants to the UAA MSW program will receive a written notice of the admission committee’s recommendation from the UAA School of Social Work by April 1. Applicants will also receive a formal written admission decision from the UAA Office of Admissions. At the time of admission, students are assigned an MSW advisor.

Types of Admissions Decisions

Admitted
All admissions requirements were met, and the applicant is selected for admission to the MSW program.

An Intent to Enroll form is enclosed with the UAA School of Social Work notice of admission, and applicants must return this form to the School of Social Work by the date specified in the letter in order to confirm their seat in the MSW program. Students admitted to the full-time program will be required to provide field education placement information with the Intent to Enroll form.

Admitted with provisions
Applicant showed potential for success in the MSW program but did not meet all the admission requirements, so admission is contingent on completing provisions. For example, applicants who are enrolled in the last semester of their undergraduate program or who have not completed the prerequisite courses will be given a provisional admission. Provisions must be completed by the date specified in the letter of admission. If the provisions are not met within the specified deadlines, the student may be removed from graduate degree-seeking status.

An Intent to Enroll form is enclosed with the UAA School of Social Work notice of provisional admission, and applicants must return this form to the School of Social Work by the date specified in the letter in order to confirm their seat in the MSW program. Students admitted provisionally to the full-time program will be required to provide field education placement information with the Intent to Enroll form.

Waitlisted for admission
A small number of applicants may be selected for a waitlist. If space becomes available, applicants will be removed from the waitlist and offered admission. If space does not become available, then applicants on the waitlist must reapply to be considered for admission in subsequent years.

Denied admission
Applicants who are denied admission may reapply in subsequent years.

Deferring Admission
Applicants who are admitted or admitted with provisions to the MSW program may request to defer admission to the MSW program for one year. The MSW Admissions Committee reviews all requests for deferral of admission. Applicants may submit a request for a one-year deferral of admission by completing the following steps:
• Submit the Intent to Enroll Form to the School of Social Work by the date specified indicating a request to defer admission for one year. Enclose a written request for deferral that is addressed to the MSW Admissions Committee. The written request should describe the reasons for requesting a one year deferral.
• If a deferral is granted, applicants must complete and submit the UAA Graduate School Change Application for Graduate Admission by May 1. MSW program approval is required for this form.

Non-attendance
Admitted applicants who cannot attend should indicate their decision on the Intent to Enroll form that is sent with the letter of admission. The Intent to Enroll form should be returned to the School of Social Work by the date specified in the letter of recommendation.

Admitted applicants who fail to submit the intent to enroll form and who do not enroll in the required summer semester MSW course by the end of the add/drop period for summer semester will be removed from the MSW program. Accepted applicants removed for non-attendance who wish to pursue the MSW degree must reapply for admission.

Field Placement Notification
The UAA MSW Program requires MSW students to complete two years of field placements (480 hours for each field placement). Many field agencies require students to complete a criminal background check, drug screening, or communicable disease screening before accepting a student into the agency. Having a criminal record or being unable to pass drug or communicable disease screenings could impact the ability of the UAA School of Social Work to place a student in a field placement, which may result in the student being unable to complete the field instruction sequence as planned or possibly prevent a student from completing the MSW program.

Felony Policy
The School of Social Work MSW Admissions Committee will, at its discretion, deny an applicant for admission if the committee finds that the applicant’s history of felony or misdemeanor convictions make the applicant unfit for social work practice. The committee will consider the number and recency of any convictions, and the relationship those convictions may have to license eligibility and social work practice.

Notwithstanding the above, a person who has been convicted of a felony crime against a person, described in AS 11.41, within the ten years before the date of application, is unfit for admission to the MSW Program and will be denied.

Notice of Nondiscrimination
The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University’s commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination.

MSW Program Reinstatement
MSW students may apply for reinstatement to the UAA MSW program, if they were enrolled in the program but failed to register for two consecutive semesters, voluntarily withdrew from the program, or failed to obtain an approved Leave of Absence. To be considered for reinstatement, a student must be in good
standing (with a cumulative GPA of 3.0 or higher) during their last semester of attendance and pay the fee for reinstatement.

The decision to approve or deny reinstatement into the original degree program is made by the MSW program. Decisions may be based on the applicant’s academic status when last enrolled; activities while away from the program; the length of absence; the perceived potential for successful completion of the program; the ability of program to support the student both academically; as well as any other factors or considerations regarded as relevant by the program.

Contact the MSW program coordinator for information on applying for reinstatement.

**MSW Application Instructions**

**Complete a UAA MSW Application for Admission**

All applicants to the UAA MSW program must [complete an online application](#) for admission, which includes a non-refundable $75.00 fee. The application requires:

**Professional Resume**

The resume will be uploaded to the online application. At a minimum, the resume should include:

- **Work Experience:** Prior employment history with name and location of the organization, title / position held, duties performed, and dates of employment;
- **Volunteer Experience / Community Involvement:** List prior community involvement or volunteer experience and include the name and location of the organization, tasks performed, and dates of service;
- **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.

3 Professional Letters of Reference
Three professional reference forms will be submitted through the online application. Do not send letters of reference directly to the School of Social Work.

- Please select professional references from your work, educational, and volunteer experiences who can best speak to your qualities that make you suitable for a career as a social worker. Please do not use relatives or friends as references.
- A UAA School of Social Work Letter of reference form will be electronically emailed to each of the references you provide. Your references should complete the form and electronically return it as instructed in the email.
- Applicants with a BSW who are applying for advanced standing: One of the three professional references must be provided by a BSW faculty member who can address the applicant’s readiness for advanced standing, such as the applicant’s BSW practicum seminar instructor, the BSW program coordinator, the BSW field coordinator, or the student’s academic advisor. Be sure that the BSW faculty member responds to the advanced standing question on the reference form.
- Applicants Transferring from another MSW program: One of the three letters of reference must be from the MSW program director / coordinator or MSW advisor stating that you are currently in good standing in the MSW program from which you are transferring, and that you have completed all courses in the generalist curriculum including field education.

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 complete MSW application
It is the responsibility of the applicant to ensure that all materials required for a complete application are uploaded in the online application portal. The MSW program reserves the right to request additional materials and/or interviews pertaining to program admission. Please note that the UAA MSW program does not grant social work course credit for life experience or previous work experience.

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.
- Notify the School of Social Work if you decide to withdraw your application.
School of Social Work

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