

Barry University

Ellen Whiteside McDonnell | School of Social Work

Instructions for Online MSW Application

It is essential that you review the School of Social Work website <http://www.barry.edu/msw/> before completing the application. Since the application form provides significant information upon which decisions for admission are based, it is important to give complete and accurate data. Omission of information will delay action.

Applicants must create a *mybarry* account in order to access the application. You may work on and view your application from any computer with internet access. It is not necessary to complete the whole application in one session. For your privacy, be sure to completely close out of your web browser when you are finished with your Online MSW Application session.

The MSW application you submit will be considered “complete” once all of the following materials have been received by the Office of Admissions. Please note that the Admissions Committee will NOT review any applications that are incomplete or missing credentials.

\$50.00 Non-Refundable Application Fee (U.S. dollars)

The application fee must be paid online by credit card (Visa, MasterCard, American Express, and Discover are accepted)

A limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information about applying for an application fee waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899 -4765. Such assistance is reserved for cases of established economic hardship.

MSW Application

You will not be allowed to submit your application until all sections of the application checklist indicate *completed*. It is extremely important that you answer all questions and complete all sections in their entirety, as failure to do so could delay processing of admission and subsequently the Free Application for Federal Student Aid (FAFSA). All information must be provided in the relevant spaces on the application form and all sections of the online application must be completed.

PLEASE NOTE THAT THE E-MAIL ADDRESS THAT YOU INDICATE ON YOUR APPLICATION WILL BE THE E-MAIL ADDRESS THAT THE SCHOOL OF SOCIAL WORK OFFICE OF ADMISSIONS WILL USE TO CORRESPOND WITH YOU DURING THE COURSE OF THE APPLICATION PROCESS.

If more space is needed for educational or work experience, or if you have additional information you would like to add, use the “Other Experiences” page which is part of the MSW application checklist or log onto <https://www.barry.edu/applicationdocuments/> (*recommended*) to upload documents (*if choosing this link, please note that you may have to log into your mybarry account for access to upload documents*).

For all uploaded documents, please include your full name (Last, First) and the MSW program and semester to which you are applying.

Note: Your resume cannot be used as a substitute for completion of items on the application form. Submission of the online application constitutes your electronic signature. **In keeping with CSWE standards, the School of Social Work cannot grant academic credit for life experience or previous work experience, in whole or in part, in lieu of the field internship or any courses in the curriculum.**

Once credentials are submitted, they become the property of Barry University and will not be photocopied or returned to the applicant. The responsibility for obtaining all admission credentials rest with the applicant.

Personal Information

Applicants for admission are advised that the requested disclosure of their Social Security Number is voluntary. All Barry applicants will be assigned a seven-digit identification number. The Social Security Number will be used as a cross-reference identification number only. It will not be used to identify student records such as grade reports or permanent academic records, nor to certify school attendance and report student status. **A student who wishes to apply for federal or state grants, loans, and other financial aid programs is required to supply the Social Security Number. Doing so at the time of application will ensure timely processing of financial aid in the case of admission.** The student's Social Security Number will not be disclosed to individuals or agencies outside Barry University except in accordance with Barry University policy on student records.

Academic Transcript(s)

One academic transcript is required from each college/university you have attended. Upload your transcript(s) to <https://www.barry.edu/applicationdocuments/>. Scanned student copies of unofficial transcripts are accepted; **however, self-reported or advising transcripts are not accepted.** If you previously attended Barry University then you do **NOT** need to submit your Barry transcript; the School of Social Work will also retrieve all transcripts previously submitted to the University that has supported your previous admission. If you choose not to upload your unofficial transcripts, please note that official transcripts may be sent via e-mail to myapplication@docs.barry.edu or mailed to the Office of Graduate Admissions; however, uploaded copies are preferred.

Uploaded transcripts must show your name, the name of the institution, dates of attendance, and the grades received for each course taken in all terms attended. Degree information including the degree conferred and the date of conferral, if applicable, must appear on the transcript or on a separate degree document (diploma). If degree information is on a separate degree, please upload a copy.

Include a copy of the transcript key or interpretation guide, which either appears on the back of the transcript or in a separate document. If your educational document is not in English, please also provide a certified English translation. The translation should be literal and not interpretive.

Please note that if admitted to the School of Social Work you will be required to provide official copies of all transcripts and required educational documents.

The School of Social Work reserves the right to revoke an offer of admission if any discrepancies are found between your uploaded unofficial transcripts/educational documents and official transcripts/educational documents that are submitted.

Test Scores

No admissions tests (e.g., GRE, GMAT) are required for admission to the MSW degree program. Applicants who do not give evidence of being native English speakers, including those applying for transfer from U.S. institutions, or who have not graduated from an institution where English is the primary language of instruction must submit an IELTS or TOEFL score (*Please review International applicants section of these instructions for more information*).

If this section does not pertain to you, please write **N/A** (not applicable) in the box labeled 'score'

Personal Statement

This statement must be submitted with the application for admission and can be uploaded to the relevant section of the online application. Provide one double-spaced three (3) page statement (12pt.) that addresses the following questions:

1. What are some of the issues related to issues of human diversity that have influenced the development of your interest in social work.
2. Your view of a current social issue and the role of social work in addressing it. Feel free to comment briefly on the source of your views.
3. Your reasons and readiness for choosing to pursue a graduate degree in social work, including your reason(s) for applying to Barry University's School of Social Work.
4. Field Education is the Signature Pedagogy of all Council on Social Work Education (CSWE) accredited programs and integral component of your overall social work education. Field Education is a course. As a social work student, you are expected to adjust your schedule in order to meet all of the social work course requirements of your degree plan, this includes Field Education. In our commitment to support your decision to pursue a degree

in social work, please elaborate on how you plan to meet the field course requirements during weekday and daytime hours.*

5. Describe your professional social work goals and indicate which personal or vocational experiences have influenced your choice.
6. Provide an assessment of your own assessment of your strengths and weaknesses.

**We have very limited evening and weekend placements.*

In preparing your statement, we recommend that you also review the Criteria for Admission that can be found at <http://www.barry.edu/msw/admissions/>. Please be sure to label the document using your first initial followed by your last name and the title “personal statement”. Please see the example below:

P.Giarraffa Personal Statement

Criminal History Disclaimer

Read the Criminal History Disclaimer carefully and check each box accordingly

Resume

Upload your resume to the relevant section of the online application. Please be sure to label the document using your first initial followed by your last name and the title “resume. Please see the example below:

P.Giarraffa Resume

In keeping with CSWE standards, the School of Social Work cannot grant academic credit for life experience or previous work experience, in whole or in part, in lieu of the field internship or any courses in the curriculum.

Recommendations

Two recommendations are required. It is strongly suggested that you submit recommendations from persons who have been directly responsible for assessing your human service related work/volunteer experience and academic performance. We strongly encourage applicants to utilize the online recommendation system available through the online MSW application to allow recommenders to submit their recommendations online.

On the Letters of Recommendation page of the MSW application, please enter the e-mail addresses (separated by a comma) of the individuals for whom you are requesting references prior to clicking the “Send Request” button. Once clicked, a recommendation request e-mail and information on how to submit an online recommendation will be sent to each of your recommenders. Please see the illustration below for further reference.

Please provide the email or emails (separated by commas) of a person (employer, supervisor, head of department, academic advisor, or one of your professors – not a colleague, friend, or relative) who knows you well enough to evaluate your qualities and abilities.

* Email(s)

Enter as many emails as you like. Be sure to separate each email a comma. Publically available domain email addresses such as those containing @aol.com, @yahoo.com, @ymail.com, @gmail.com, @hotmail.com, @outlook.com, @live.com, @facebook.com, @bellsouth.net, @comcast.net are not allowed.

In the absence of a recommender with an organizational e-mail or in the case where you or your recommenders opt to submit a hard copy (paper) recommendation you **MUST** enter the following address e-mail ssw-admissions@barry.edu to bypass this section and have it marked complete.

For submission of hard copy letters of recommendation you must send your recommender(s) a recommendation form instructing them to return the completed recommendation to you in a sealed envelope, with the recommender's signature across the seal. The Graduate Recommendation Form can be accessed by clicking [here](#) or logging onto <http://www.barry.edu/future-students/graduate/admissions/documents.html>

If your recommender opts to write a letter on your behalf then it must be placed on organizational letterhead and should accompany the Graduate Recommendation Form. The Office of Admissions will only accept hard copies. Please include the signed, unopened envelopes in your supporting documents packet to mail to the School of Social Work. The contact information for the School of Social Work can be found at the end of this document.

NOTE: Individuals applying to the MSW 32 Credit Advanced Standing Program should refer to that section for additional instructions regarding recommendations.

Advanced Standing Programs (32 credits)

Advanced Standing Degree students must submit a final field education evaluation from their previous BSW Program. This field evaluation can serve as a substitute for ONE letter of recommendation. If you can no longer obtain the actual performance evaluation then you would need to obtain a letter of recommendation from your field education supervisor detailing your performance.

Upload your Final Field Education Evaluation(s) to the online application by logging into <https://www.barry.edu/applicationdocuments/>. Scanned student copies and mid-term field evaluations are accepted.

Social Work CONNECT

Applicants interested in Social Work CONNECT must download and complete a supplemental application. Once all items within the supplemental application are completed, students can

upload the application to <https://www.barry.edu/applicationdocuments/>. The application for the Social Work CONNECT can be accessed on the SSW website: <http://www.barry.edu/social-work/connect/>

The following items must also be uploaded into the electronic application:

- Supplemental application
- A **second** essay that is in addition to the personal statement
- Previous year tax documents.
 - If 24 years of age or younger, please submit tax documents for the past 3 years. Tax documents should detail adjusted gross income. Filing as dependent requires submission of tax documents from individuals that claim you on their tax returns.
 - If 25 years of age or older, you are initially required to submit your past year's tax return.

Students must first be granted admission into the MSW Program before being considered for Social Work CONNECT.

Transfer students from another MSW Program

Students currently or previously enrolled in another accredited masters level social work program who are seeking admission as a transfer student are required to submit additional materials.

1. A brief written statement describing the reasons why they are requesting a transfer.
2. A copy of their field education evaluation(s), if applicable.
3. A recommendation from the applicant's current/former MSW program faculty advisor addressing their academic standing.
4. Complete an application for transfer credit form and attach all relevant social work syllabi for equivalency review. The transfer credit form can be retrieved by logging onto <http://www.barry.edu/msw/admissions/transfer-credits.html>. Please mail this information to the School of Social Work Office of Admissions.
5. All transfer documentation can be uploaded to the following link: <https://www.barry.edu/applicationdocuments/>

NOTE: The application for transfer credit must be submitted along with your application for admission to the School of Social Work. If admitted to the MSW Program, you will receive a comprehensive credit evaluation along with your enrollment packet and anticipated curriculum course plan.

International Applicants

International applicants are those persons who are not U.S. Citizens or Permanent Residents of the United States. For important information on additional requirements for international applicants, review the International Applicants section of our website: <http://www.barry.edu/msw/about/international-students.html>

International Students applying to the Advanced Standing Program must adhere to the procedures illustrated in sections 3.2 – 3.4 & 3.6 of this manual. Additionally, international students must submit a separate application as well as all supporting materials to the International Social Work Degree Recognition and Evaluation Service (ISWDRES), which falls under the auspices of the Council on Social Work Education (CSWE). ISWDRES recognizes academic credentials in social work that are comparable to accredited baccalaureate and master's degrees in social work in the United States. Recognition is based on the general comparability of the program objectives and level of the applicant's social work education to social work education in the United States. For more information on the application process, international applicants should be referred to the International Social Work Degree Recognition and Evaluation Service website <http://www.cswe.org/CentersInitiatives.aspx>. The cost of the ISWDRES evaluation is the responsibility of the applicant and is separate from the application fee that is requested by the School of Social Work. Upon completion, an official copy the evaluation must be sent from ISWDRES directly to Barry University School of Social Work.

Reapplication

If you are a previous MSW student at Barry University who did not complete the degree program, you may be subject to reapply. Please contact the Office of Admissions for further clarification.

Additional Information

NOTE: If there are gaps or deficiencies in your academic record, including incomplete grades or withdrawals from courses, please address these in the “Other Experiences” section of the application. If you choose not to utilize the Other Experiences Section, please write N/A (Not Applicable) in the sections listed on this page.

Interviews are not required of all applicants. Some applicants, however, may be requested to schedule an interview regarding their application to the MSW Program. Applicants may also request to meet with a social work admissions counselor.

Barry University School of Social Work promotes a self-managed application process. The applicant is responsible for the timely submission of all required materials according to the stated deadline dates. If supplementary documents cannot be submitted online, please send to:

Barry University
Office of Graduate Admissions
11300 NE 2nd Avenue
Miami, FL 33161-6695

DO NOT SEND DUPLICATE HARD COPIES of materials that have been submitted online.

IMPORTANT:

- Print out a copy of your application confirmation for your records.
- Save copies of all uploaded documents. These will **NOT** be available to you after submission of your application.
- Faxed copies of supporting documents will not be accepted without prior approval.
- Failure to complete application procedures in their fullest will delay processing of your application. Incomplete applications will not move forward in the review process.

Additional Information/Required Materials for Some Applicants

PLEASE NOTE THAT THE E-MAIL ADDRESS THAT YOU INDICATE ON YOUR APPLICATION WILL BE THE E-MAIL ADDRESS THAT SCHOOL OF SOCIAL WORK OFFICE OF ADMISSIONS WILL USE TO CORRESPOND WITH YOU DURING THE COURSE OF THIS PROCESS.

Our Admissions Committee strives to evaluate complete applications within four to six weeks.

Questions? Contact the Office of Admissions at ssw-admissions@barry.edu