



## Application Materials Checklist

### Master of Social Work

### Application Deadline

March 15 for Fall

All materials not submitted electronically should be placed together in a packet and submitted by mail or in person at one time. Please leave sealed items in their original envelopes when putting them in the packet.

	<b>Online Graduate Application</b> – There is a non-refundable \$60 application fee. <a href="http://www.kennesaw.edu/graduate/admissions/application.html">www.kennesaw.edu/graduate/admissions/application.html</a>
	<b>Transcripts</b> – Official transcripts from <b>EACH</b> College and/or University you have attended. Must be in sealed envelope from the institution.
	<b>GRE Score Report</b> – Request that your scores be sent electronically to KSU (school code 5359). No department code is necessary.
	<b>Autobiographical Narrative</b> – <b>Can be uploaded into the online application.</b> Maximum 750 words, double-spaced, that includes the following: -Your experience in social work, including volunteer experience. -The life experiences impacted your interest in social work. -Your personal qualities that will be useful in serving others as a social work professional. - Your values that will be useful in serving others as a social worker. -Your career goals and how social work education will help you realize these goals.
	<b>Resume (Optional)</b> - <b>Can be uploaded into the online application.</b>
	<b>3 Letters of Recommendation</b> – Please make copies of the attached recommendation form (see page 2 and 3). Include the completed recommendations, in envelopes sealed by the recommender, in your application packet. The recommendation form can also be found online at: <a href="http://www.kennesaw.edu/chhs/Forms/swhs/MSWapplications/Recommendation%20Letter.pdf">http://www.kennesaw.edu/chhs/Forms/swhs/MSWapplications/Recommendation%20Letter.pdf</a>
	<b>Completed Criminal History Information Form</b> – See attached pages 4 and 5. Completed form should be included with your application packet. Form can also be found online at: <a href="http://www.kennesaw.edu/chhs/Forms/swhs/MSWapplications/criminal_check.pdf">http://www.kennesaw.edu/chhs/Forms/swhs/MSWapplications/criminal_check.pdf</a>

**International Students (Visa and Green Card holders) Please go to:**  
<http://www.kennesaw.edu/graduate/admissions/intlreqtsnew.html> for additional requirements.

Kennesaw State University  
Department of Human Services

## Recommendation Form Master of Social Work Program

Applicant's Name: \_\_\_\_\_

Please use this form to make  
additional copies as needed.

### To the Applicant:

Three academic and/or work references are required. The references will become part of your admissions file. They will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. You have the right to review references in your file unless you voluntarily waive your right of access by signing in the space below.

I have read the information above and I hereby  waive  do not waive my right of access to this document

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Evaluator:

The person named above is applying for admission to our College as a candidate for the degree of Master of Social Work. Your name has been given as a person having knowledge of his or her potential readiness and qualifications for undertaking graduate study. You can best help the applicant by being frank about his or her limitations as well as strengths.

Thank you very much for your assistance. Your reply should be sent to the address below.

Category of Reference:  Academic  Work

If you do not know the applicant well enough to give a recommendation, please check here:

Graduate professional education for social work places heavy intellectual and emotional demands upon students. The College of Social Work is interested in admitting students who are mature and have the capacity for graduate study and the commitment to a professional career of serious ethical responsibility.

The following questions suggest the kinds of information that will be most useful to the Admissions Committee in making a decision:

1. How long and in what capacity have you known the applicant?
2. In what area of activity and under what conditions has the applicant shown the greatest ability?
3. What is the applicant's attitude toward persons different from themselves?
4. Are there any personal qualities that may limit the applicant's ability to work with people who are in personal and social difficulty?

5. Please evaluate the applicant in each of the following areas:

	Below Average	Average	Above Average	Unable to Evaluate
Openness to learning with capacity to change				
Intellectual Capacity				
Integrity				
Emotional Maturity				
Emotional Stability				
Creativity in Problem Solving				
Communication Skills				
Concern for Social Problems				
Interpersonal Skills				
Sensitivity to & Capacity for Accepting Differences in Race, Class, Culture, Lifestyles & Ideas				
Ability to Accept Constructive Feedback				

I strongly recommend this applicant for admission, **without** reservation.

I recommend this applicant **with** reservations.

I **do not** recommend this applicant for admission.

Signature of Evaluator: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: Please use the self-addressed envelope and sign along the seal.

**KENNESAW STATE UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY  
CONSENT FORM**

**I hereby authorize Kennesaw State University Department of Public Safety to receive any criminal history record information that pertains to me which may be in the files of any state or local criminal justice agency in Georgia.**

**TERMINAL OPERATORS: RUN THIS TRANSACTION USING PURPOSE CODE "E".**

\_\_\_\_\_  
**Full Name, Printed**

\_\_\_\_\_  
**Sex**

\_\_\_\_\_  
**DOB**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State & Zip**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Notary**

\_\_\_\_\_  
**Date**

**Personal Affirmation**

Place a check mark in the appropriate space for each question. Include only events after age 16. If you answer "yes" to any question, an explanation and supporting documentation must be attached to this affirmation.

**Failure to complete ALL of this section will result in your ineligibility for placement in any field experience for the Master of Social Work Program at Kennesaw State University.**

Yes       No      Have you resigned or been discharged from any position, including the armed forces, under suspicion of having engaged in criminal, immoral or unprofessional conduct, or are you now under investigation for any such charge?

Yes       No      Have you been convicted of a felony or misdemeanor, or pled *nolo contendere*, or are you now under investigation for any such offense, other than a minor traffic offense? For the purpose of this response, DUI/DWIs must be reported.

Knowing that false statements made in this document may constitute sufficient grounds to deny placement in a field experience, I affirm that, to the best of my knowledge, all information is true and correct. I hereby give permission to Kennesaw State University to obtain copies of any criminal and personnel records relating to me, including records which may have been sealed or expunged, which are held by any local, state or federal government agency or private entity, and authorize any such agency or entity to release those records to the University. I understand that any information discovered may be shared with field experience sites.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_