



School of Health Professions

*Department of Social Work
1 University Plaza • Brooklyn, N.Y. 11201
718-488-1025 fax 718-780-4303*

Dear Prospective Applicant:

Thank you for your interest in the Master of Social Work Program at the Long Island University (LIU) Brooklyn Campus. The LIU Master of Social Work (MSW) degree program is a 60-credit program that is the only accredited MSW program fully offered in Brooklyn. It is an innovative program that offers a solid foundation for the social work professional, together with highly specialized concentrations in Child and Family Welfare, Forensics Social Work, Gerontology, Nonprofit Management, and Alcohol and Substance Abuse Counseling. We encourage you to visit our website, listed under the School of Health Professions, at www.brooklyn.liu.edu for additional information.

Enclosed is the supplemental material required for application to the MSW program. Please complete the general *Application for Graduate Admission* in its entirety online at <http://www.liu.edu/Brooklyn/Admissions/Apply.aspx>.

To complete your application requirements, please be sure to send the **\$40 non-refundable** application fee along with **all** application credentials in the envelope provided using the *Student Credential Cover Sheet* in this packet to the address below:

**LIU Brooklyn Campus
Admissions Processing Center
P.O. Box 810
Randolph, MA 02368-0810**

Please note the program admits students for the Fall Semester only. All applications and supporting documentation must be submitted by April 15, 2014.

The enclosed *Application Information and Instructions* sheet explains the application process for the MSW degree program. If you have any questions regarding the application process, please contact the Graduate Admissions office at 718-488-1011 or gradadmissions@brooklyn.liu.edu.

We are pleased that you are interested in attending the MSW program, and wish you well in the application process.

Sincerely,

A handwritten signature in black ink that reads "Donna Wang".

Dr. Donna Wang
Chair, Social Work Department
LIU Brooklyn



CREDENTIAL COVER SHEET

INSTRUCTIONS TO STUDENTS:

Please fill out the form as completely as possible so that we may match your credentials with your application. Be sure this form is the first form in the envelope. Do not staple documents together. Make sure all pages for each document are together in the correct sequence. If possible use a 9 x 12 envelope to avoid folding documents.

You may reproduce this form if you are sending more than one credential packet to the Admission Processing Center. Should you need another copy of this form, you may download one from the Forms and Documents section of the Brooklyn Campus Admissions Web site.

Please also be sure that your biographical information represented on this form matches the information you provided on your application so that we may match your credentials with your application.

LAST NAME (Family Name): _____

MIDDLE NAME: _____

FIRST NAME: _____

Please indicate other name(s) used on any of your credentials: _____

Social Security Number: _____

Date of Birth: _____

Permanent Address: _____

(Street Address)

(Address Line #2)

(City, State, Country, ZIP Code (Required))

Student ID Number (100XXXXXX) and/or Application Confirmation Number: _____

Label envelope or print clearly and mail to:

LIU Brooklyn Campus
Admissions Processing Center
P.O. Box 810
Randolph, MA 02368-810



Master of Social Work (MSW) Program

Application Information and Instructions

General Information:

LIU's collaborative Master of Social Work (MSW) Program, with courses offered at the Post (Brookville) and Brooklyn Campuses, offers a high degree of specialization through its required second-year concentration. Students may focus in one of five areas: Child and Family Welfare, Forensics Social Work, Gerontology, Nonprofit Management, and Alcohol and Substance Abuse Counseling, all fields where there is significant hiring demand. There are two options within the Gerontology concentration: Long-Term Care Administration and Senior Community Service.

In an effort to reach its goal, the LIU MSW Program seeks applicants who have a broad liberal arts education consisting of the humanities, social and behavioral sciences, the natural sciences including biology, and courses reflective of a basic interest in human services. Additional admissions/application requirements include:

- A Bachelor of Arts or Science degree from an accredited college or university
- A minimum overall grade point average of 2.8
- A "B" (3.0) average in courses taken during the final four semesters of undergraduate study
- A minimum of three Letters of Recommendation
- A Personal Statement/Autobiographical Essay (4-5 pages in length), accompanied by a resume
- Personal character and qualifications essential for professional work with individuals who are vulnerable and populations-at-risk
- A possible interview
- The completion of the University and Program admission applications in a timely manner

Application Instructions:

All application and supporting documentation must be submitted by April 15. Admission decisions will be made after the April 15th application deadline.

All students are asked to complete the general *Application for Graduate Admission* in its entirety online at <http://www.liu.edu/Brooklyn/Admissions/Apply.aspx>.

In addition, students must submit a completed application package in the envelope provided that should include:

1. A completed *Student Credential Cover Sheet* (enclosed or online at <http://liu.edu/Brooklyn/Admissions/Forms-Documents.aspx>) with the required **\$40 non-refundable** application fee via check or money order (no cash accepted) made payable to Long Island University.
2. "MSW Supplemental Application" (enclosed)
3. 1 official transcript from all undergraduate and graduate institutions attended
4. 3 Letters of Recommendation (Special "Letter of Reference" forms are enclosed)
5. 4 – 5 page Personal Statement/Autobiographical Essay (specific instructions enclosed)
6. A current Resume (specific instructions enclosed)

If you have any further questions, please contact the LIU – Brooklyn Campus Admissions Office at (718) 488-1011 or gradadmissions@brooklyn.liu.edu.



MSW SUPPLEMENTAL APPLICATION

FULL NAME: (Do not use initials. Use the same name consistently on all your records and correspondence.)

Mr./Ms. _____
Last (Family) First Middle Maiden

NAME OF SPONSORING AGENCY, IF ANY: _____

CURRENT MAILING ADDRESS:

Street: _____
City/Town: _____
State or Country: _____ Zip: _____
Address Until (Date): _____

PHONE:

Day Number: _____ Evening Number: _____
Cell Phone Number: _____ Fax #: _____
E-Mail: _____@_____

PERMANENT ADDRESS (If different from current mailing address)

Street: _____
City/Town: _____
State/Country: _____ Zip: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name: _____
Street: _____
City/Town: _____
State/Country: _____ Zip: _____
Phone Number: _____

PROGRAM STATUS

Full-Time
 Part-Time
Advanced Standing: Yes No (If applying for advanced standing, please see additional information at the end of this document)

INTENDED CONCENTRATION

Not-For-Profit Administration
 Gerontology
 Substance Abuse and Alcoholism (CASAC)
 Child and Family Welfare
 Forensics

NAMES OF REFERENCES

NAME	POSITION	ADDRESS



Instructions for MSW Personal Statement/Autobiographical Essay

As part of the application process, students have the opportunity to demonstrate their writing ability through a 4 - 5 page autobiographical statement. This statement allows LIU Brooklyn Faculty to determine whether the student has the writing skills necessary to perform successfully in the MSW program. Applicants should be certain that their autobiographical statement is a fair sample of their ability to express themselves in writing. The statement should include the material identified below and any other information the student feels may be important when considering the application for admission.

1. Describe why you have chosen to pursue the profession of social work. In writing this description, please address the following: What influenced your choice? What makes you believe that you will be an effective social worker? What are your career goals? What if any alternative careers have you explored?
2. Describe an experience in which you exercised leadership, responsibility, and/or judgment, and discuss what you learned from that experience.
3. Discuss a contemporary social problem. Include possible causes and potential solutions in your response. What course of action do you recommend? Discuss the potential benefits and drawbacks of your preferred plan.
4. If there is anything else you would like us to know as we consider your application, please describe.
5. Please submit a detailed resume in chronological order, specifying the name of the organization and identifying the following information:
 - a. All paid social service positions, including whether the position was full-time or part-time, type of work, by whom it was supervised, and the nature of the client population.
 - b. All volunteer social service positions (camps, hospitals, etc), indicating whether the position was full-time or part-time, type of work, by whom it was supervised, and the nature of the client population.
 - c. All paid positions held other than social service agencies (including military experience).
 - d. The resume should also include descriptions of leadership activities, other relevant life experiences, and all languages read and/or spoken in addition to English.



Master in Social Work

CONFIDENTIAL LETTER OF REFERENCE

To the Applicant:

This letter of recommendation is a vital part of your admissions application. It will be used exclusively to evaluate your suitability for the LIU MSW Program and will not be disclosed to any unauthorized individuals without your consent. According to The Family Education Rights and Privacy Act of 1974 and its amendments, students are guaranteed access to their educational records which includes letters of recommendation.

_____ I waive my right to inspect the content of this recommendation.

_____ I do not waive my right to inspect the content of this recommendation.

Print Name: _____

Signature Date

To the Evaluator:

The applicant whose name appears above has chosen you to provide information that will assist us in determining their suitability for admission to the Long Island University graduate program in social work.

The Program is an intense professional training program that admits individuals who can commit to a demanding career with serious responsibilities. It requires intelligence, appropriate maturity, good interpersonal skills, emotional flexibility, and a commitment to life long learning, personal growth, and social and economic justice. You can assist the applicant and us by being as frank and specific as possible in describing his/her strengths, limitations and the situations that influenced your perception.

Please answer the following questions as thoroughly and specifically as possible.

1. How long and in what capacity have you known this applicant?

2. What do you believe are the applicant's strengths?

3. In what areas do you feel the applicant can improve, especially if they are to be effective as a social worker?

4. Please rate the applicant in terms of his/her performance in the following areas:

	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
Academic performance						
Intellectual ability						
Judgment						
Potential for contribution to the field						
Maturity						
Oral skills						
Writing skills						
Ability to think critically and abstractly						
Capacity for leadership						
Ability to work with others						

SUMMARY EVALUATION (please check one):

- I do not recommend this applicant for admission to the LIU Master of Social Work Program.
- I recommend this application with reservation for admission into the LIU Master of Social Work Program.
- I recommend this applicant for admission to the LIU Master of Social Work Program.
- I strongly recommend this applicant for admission to the LIU Master of Social Work Program.

Signature of Evaluator _____ Date _____

Title _____

Address _____

Please place this reference statement in a sealed envelope, sign across the seal and return to the applicant before the April 15 deadline.



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Intellectual ability						
Judgment						
Potential for contribution to the field						
Maturity						
Oral skills						
Writing skills						
Ability to think critically and abstractly						
Capacity for leadership						
Ability to work with others						

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- I recommend this application with reservation for admission into the LIU Master of Social Work Program.
- I recommend this applicant for admission to the LIU Master of Social Work Program.
- I strongly recommend this applicant for admission to the LIU Master of Social Work Program.

Signature of Evaluator _____ Date _____

Title _____

Address _____

Please place this reference statement in a sealed envelope, sign across the seal and return to the applicant before the April 15 deadline.

For Advanced Standing Applicants Only

Advanced Standing students are admitted into the program and begin with the second year, eliminating the foundation year.

Advanced standing status is only awarded to graduates of baccalaureate social work programs accredited by CSWE. To be eligible, students must hold a BSW or equivalent from an undergraduate program that is accredited by CSWE. Each student must apply for advanced standing and each case is reviewed individually. Please note that holding a BSW does not automatically grant a student advanced standing and the student must apply and be accepted.

The deadline for all Advanced Standing applicants is April 1. Those admitted must be prepared to take SWK 614, *Advanced Principles of Administrative and Clinical Practice within an Interdisciplinary Context*, which runs from July through August preceding beginning of their first fall semester. Upon successful completion of this course with a grade of B or better, students advance to the concentration curriculum, at which time one of the five concentrations is selected.

In order to be eligible for Advanced Standing, applicants must:

1. Have an overall undergraduate GPA of 3.0 or better, and a GPA of 3.5 or better in all social work classes.
2. Demonstrate that they have mastered the foundation year content through their BSW program.
3. Provide a reference from the undergraduate field director speaking to the level of competence as a generalist social worker and with a recommendation specifically for advanced standing.
4. Be within five years of the completion of their BSW.
5. Participate in an individual or group interview.