

Name & ID#: \_\_\_\_\_  
Last First Middle (Preferred Name) Other Last Name(s) myWSU ID# (if available)

Present Address: \_\_\_\_\_  
Street and number City State Postal Code (Country)

Telephone: \_\_\_\_\_ Email(s): \_\_\_\_\_  
Home Mobile

**APPLICATION COMPLETION INFORMATION**

- Complete the Application for Graduate Admission – <https://applyweb.com/wichitas/index.ftl>
  - Attach to the WSU Graduate School Application:
    - Unofficial student transcript(s)
    - Personal Statement: Compose a self-reflective essay that demonstrates your interest and suitability for the MSW program and degree. To ensure impartiality in evaluation, do not include your name or names of particular agencies in the title, body, or at the end of your essay. Suggested length is 4 to 6 typewritten pages, double-spaced, 12-point font. Include the following:
      - ⇒ Personal and professional values and/or beliefs that have led you to consider a graduate degree in social work
      - ⇒ Your special interests for a career in social work
      - ⇒ Experiences with people who are culturally, ethnically, or in other ways different from your own background
      - ⇒ Personal experiences which contribute to your choice of a social work career
      - ⇒ Professional and/or social service experiences which contribute to your choice of a social work career at the master's level
    - This completed application form
  - Three reference entered on WSU Graduate School Application (Advanced Standing applicants should have a licensed social worker for one of the references.)
    - ⇒ Professional reference
    - ⇒ Academic reference (If you have been out of school for some time substitute another professional reference.)
    - ⇒ Personal reference (not a relative or fellow student)

**MSW PROGRAM TRACK**

Indicate which program you are applying for:

- Regular program – Undergraduate degree is not in social work or from a CSWE-accredited social work program (Fall semester admission only)
- Advanced Standing Program – You have a BSW from a CSWE-accredited social work program (Summer term admission only)

Semester/term and year you plan to begin the program:  Summer (Advanced Standing)  Fall (Regular Program) 20 \_\_\_\_\_

Applicant must designate full-time or part-time program:  Full time  Part time

**EDUCATION AND PROFESSIONAL TRAINING (Attach additional pages if needed.)**

**Undergraduate Education**

Name & Location of College/University	Dates Attended	Major(/Minor)	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Cumulative Undergraduate GPA: \_\_\_\_\_

**Graduate & Professional Education and Training**

Name & Location of College/University	Dates Attended	Major(/Minor)	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____

Graduate GPA (if applicable): \_\_\_\_\_

**Field Practicum Experience in Social Work if applicable** (agency, nature of work, nature of supervision, hours, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Distinctions or Election to Honor Societies**

\_\_\_\_\_  
\_\_\_\_\_

**LIBERAL ARTS REQUIREMENT**

Complete this section to demonstrate that you have met the liberal arts requirement. Attached transcript(s) will **not** substitute for completing this section. Give course number, title, and year taken.

**Humanities — 2 courses** (History, philosophy, literature, fine arts, or similar disciplines)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

**Social Sciences — 3 Courses** (Psychology, sociology, political science, anthropology, economics, organizational theory, etc.)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

**Oral Communication — 1 Course** (Speech, interpersonal communication, etc.)

(1) \_\_\_\_\_

**Written Communication — 2 Courses** (English, English composition, creative writing, technical writing, etc.)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

**Human Biology — 1 Course** (Anatomy, biological anthropology, etc.)

(1) \_\_\_\_\_

**Analytical Skills — 1 Course** (Mathematics, statistics, logic, computer science, etc.)

(1) \_\_\_\_\_

**Human Diversity — 1 Course** (Minority studies, women’s studies, human sexuality, special populations, anthropology, etc.)

(1) \_\_\_\_\_

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**EXPERIENCE** (Attach additional pages if needed.)

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List positions starting with most recent. Do **not** enter social work field placements. Work study or coop education related to social work **can** be included.

**Social Service Experience – Paid Position**

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

**Social Service Experience – Volunteer Work**

Agency: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

Agency: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

**General Experience** (other than Social Service)

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  Full time  Part time  
Duties: \_\_\_\_\_

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**CRIMINAL BACKGROUND CHECK**

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Have you ever been convicted of a felony or misdemeanor as an adult?  Yes  No

Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult?  Yes  No

If you answered yes to either of the above, please attach an explanation.

Answering “yes” does not automatically disqualify you for admission to the MSW program. However, depending on circumstances, it may affect your ability to be placed in a field practicum which is necessary to complete the MSW program. Please contact the MSW Program Coordinator if you have any questions.

I understand that prior convictions, diversions or pending charges may affect my ability to be placed in a field practicum which is necessary to complete the MSW program. This means that while you may be admitted to the program, you may not be able to complete the degree if there is something in your background that would prevent you from being placed in a field practicum. Many agencies require background checks. Some criminal charges may affect your ability to be licensed in the State of Kansas.

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I certify that the information on this completed application form is accurate and complete.

\_\_\_\_\_  
Signature of applicant (Type name if submitting electronically.)

\_\_\_\_\_  
Date

**Notice of Nondiscrimination:** Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.



WICHITA STATE  
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FAIRMOUNT COLLEGE OF  
LIBERAL ARTS AND SCIENCES

School of Social Work

## Ethical Agreement

I, \_\_\_\_\_, certify that I have read and understand the NASW *Code of Ethics* and I will abide by this code of ethics to the best of my ability. I aspire to learn more about social work's values, knowledge and practice skills throughout my student and professional years. I will seek professional growth through interaction with faculty, colleagues and other assigned tasks in the Wichita State University School of Social Work program. I understand that failure to demonstrate Social Work Ethics in my field practicum placement may result in my removal from the program.

\_\_\_\_\_  
Signature of applicant (Type name if submitting electronically.)

Date

\_\_\_\_\_  
Date

NOTE: The NASW *Code of Ethics* can be found on the NASW website at <http://www.socialworkers.org/>.



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## MSW Manual Acknowledgement

I, \_\_\_\_\_, certify that I have been advised to read the Wichita State University School of Social Work MSW Manual, located at

<http://webs.wichita.edu/?u=socialwork&p=/msw/mswstudentmanual/>.

If admitted, I agree to fully read and follow the expectations outlined in that manual throughout the course of study and during my field placement experience.

\_\_\_\_\_  
Signature of applicant (Type name if submitting electronically.)

\_\_\_\_\_  
Date



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## Computer Competency Statement

Students admitted to the School of Social Work are expected to demonstrate competency with the following computer skills:

1. Word Processing (WORD or Word Perfect preferred – *not Microsoft Works*) with the following formatting skills:
  - Setting font size and type
  - Setting margins
  - Setting line spacing
  - Creating headers and footers
  - Inserting tables
  - Italicizing
  - Inserting page numbers – in a header
  - Centering text; right and left justification
2. Sending and receiving email with attachments
3. Accessing the Internet
4. Students are expected to have familiarity with the following:
  - Presentation program (PowerPoint)
  - Spreadsheet (Excel)

Students **not competent** with the above computer skills **must complete a computer class** prior to entering the Social Work Field Practicum Program.

I, \_\_\_\_\_, have been informed of the expected computer competency for the Social Work program. I understand that it is my responsibility to demonstrate competency in the stated skills. **I understand that my grades may be significantly affected by poor application of the above computer skills.**

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Signature of applicant (Type name if submitting electronically.)

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Date



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### Liability Insurance Notification

I, \_\_\_\_\_, certify that it **will be** required for me to obtain Student Liability Insurance as part of my practicum application process.

\_\_\_\_\_  
Signature of applicant (Type name if submitting electronically.)

\_\_\_\_\_  
Date

**NOTE:** The NASW Social Work Student Professional Liability Insurance can be obtained by members of NASW. To apply for membership online, go to [www.socialworkers.org](http://www.socialworkers.org). Application forms for the NASW student liability insurance can be found at <http://www.naswassurance.org/malpractice/student-liability-individuals/>. There are other options for liability insurance, as well, through private providers or your own insurance group. You are not required to purchase liability insurance through NASW.



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**I affirm that I am 18 years old or older:**

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

Printed name \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**If under 18 years old:**

I am the parent or legal guardian of \_\_\_\_\_

I hereby approve the foregoing consent to Wichita State University's use subject to terms mentioned above. I affirm that I have legal right to issue consent.

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

Printed name \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

LOCATION:	DESCRIPTION: