

***Master Degree in Social Work  
College of Health and Public Affairs***

**Application Instructions**

Apply online at the Graduate Studies Website: [www.graduate.ucf.edu](http://www.graduate.ucf.edu). Any supplemental materials must be submitted directly to the Graduate Studies Office: University of Central Florida; PO Box 160112, Orlando, FL, 32816-0112.

**Application Fee:** Check the Graduate Studies Website for current application fees. Your application will not be processed until payment is received.

**Resume:** Submit an up-to-date typed resume.

**References:** A reference letter is required from each of the following categories:

1. **Academic:** An advisor or professor from your college. For applicants who have been out of college for five or more years, it is suggested the applicant substitute an individual who has known and worked with the applicant in a professional capacity.
2. **Employment:** Either volunteer or paid employment is acceptable. It is recommended that the immediate supervisor complete the reference.
3. **Personal:** The applicant may select any individual other than family members.

**Writing Example:** Submit a paper that was written for any class in undergraduate studies that dealt with social based issues. The paper should be 5 - 10 pages in length and will be used to evaluate the applicant's ability to write professionally. If an applicant does not have any paper which addresses social issues, he/she is welcome to submit any paper of his/her choice.

**Personal Statement:** Submit a statement between 2 - 6 pages in length. The following five points should be included in the statement:

1. What are the reasons and experiences that led you to choose social work as a profession? Did you consider other professions? If so, why did you prefer social work?
2. What are your social work career interests? Which client population is of special interest to you?
3. What are your personal strengths that you can bring to this profession? How have these strengths been demonstrated in the past? What personal attributes might change in order to strengthen your ability to be helpful to others?
4. What major issue do you think professional social workers should be concerned with? What is the role of social work in relation to this issue?
5. How do you plan to cover your financial costs if enrolled in the program?

**Official Transcripts:** Two official transcripts are required. One submitted to Graduate Studies and the other to the School of Social Work: University of Central Florida School of Social Work; P.O. Box 163358, Orlando, FL. 32816-3358.

**Interviews:** Interviews are not required, although they may be scheduled as deemed appropriate.

**Application Review:** Once all materials are received by the UCF Office of Graduate Studies, the School of Social Work Admissions Committee will review them. The applicant will then be contacted by the School of Social Work concerning the applicant's admission decision.