

# ADMISSION TO THE DOCTORAL PROGRAM

Admission to the program requires:

1. An official Graduate Record Examination taken within the previous 5 years.
2. A master's degree from a graduate school of social work (MSW) with a Grade Point Average of at least 3.0 (on a 4.0 scale); The school must be accredited by the Council on Social Work Education.
  1. Foreign applicants must have a CSWE accredited MSW or equivalent degree. If the degree is earned outside of CSWE jurisdiction, the applicant must have his or her degree evaluated and validated by CSWE. The cost of CSWE validation is the responsibility of the applicant. Exceptions may be considered by the Doctoral Program Director on a case by case basis. Information about this process is located at: <http://www.cswe.org/CentersInitiatives/22207.aspx>.
3. "Good standing" status at the last school attended
4. For International Applicants, including those with a graduate degree from a U.S. University, evidence of English language proficiency is required as demonstrated by acceptable scores on the Test of English as a Foreign Language (TOEFL) Internet Based Test or Paper Based Test, or the International English Language Testing System (IELTS). The minimum scores required are as follows:
  1. TOEFL:
    - Applicants who take the Internet-Based TOEFL must score a High (22-30) in Reading, High (22-30) in Listening, Good (26-30) in Speaking, and Good (24-30) in Writing.
    - Applicants who take the Paper Based TOEFL must score at least a 57 in Reading Comprehension, at least 57 in Listening Comprehension, and at least a 64 in Structure/Written Expression.
  2. IELTS:
    - Applicants who take the IELTS must score as a "good user" through "expert user" (7.5-9.0) in each section of the exam (Listening, Reading, Writing, and Speaking).

**Applications for Fall 2018 are due by January 15, 2018.  
Only completed applications will be reviewed by the  
admissions committee.**

Those applicants whose qualifications meet our minimum requirements and who have complete application files will be considered for admission. If you meet or exceed these requirements, we encourage you to continue with the application process. However, please keep in mind that meeting these requirements does not guarantee admission, only admission consideration. The admissions process is limited and competitive. Note that, on rare occasions applicants whose GRE, TOEFL, and/or IELTS scores are slightly below these minimums may be considered for admission on a case by case basis. This is determined by the Doctoral Program Director. Applicants are responsible for contacting the Program Director in writing to request an exception. Once the application file is completed, the Program Director will review the application materials and decide whether or not an exception will be granted.

Applications must include:

1. Transcripts from all previous undergraduate and graduate academic work
2. Resume/Curriculum Vitae that documents your:
  - a. Education
  - b. Substantive areas of expertise or interest
  - c. Professional positions, publications and presentations
  - d. Research experience, grant awards, etc.
  - e. Teaching or training experience
  - f. Professional affiliations, honors, awards
  - g. Service
3. A personal statement describing:
  1. Your professional goals
  2. Previous professional/academic experience that provides evidence of your potential for engaging in doctoral-level scholarship
  3. The factors related to your decision to apply to the FSU College of Social Work doctoral program, and
  4. The research interests you would like to pursue in the doctoral program and a tentative plan to conduct this research
4. A writing sample such as a research proposal, a grant application, a professional report, or a publication that demonstrates intellectual potential (e.g., critical thinking skills, analytical ability). Applicants may include a maximum of two writing samples.
5. Three letters of reference (minimum) – Letters from three academic references or two academic references and one professional reference that, at a minimum, provide an evaluation of your overall academic and/or professional performance, your professional characteristics that support your potential for success in doctoral-level study, and your intellectual/academic capacity for doctoral-level work. You will be asked to enter contact information for recommenders into “Recommenders” section of the online application. The Recommenders will receive an email with directions to upload his or her letter. A maximum of five letters may be requested.

We suggest that you create and save these documents on your personal computer prior to completing this part of the online application.

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## ADMISSION PROCEDURES

The application for admission to the Doctoral Program in Social Work is completed online:

<http://csw.fsu.edu/academics/doctoral-program/admissions-information/>

Note: students with prior degrees from Florida State University should follow slightly different procedures to apply for “readmission” to the university. These are discussed separately below.

Transcripts, GRE scores, and TOEFL scores (if required) must be submitted to University Graduate Admissions at the following mailing address. For GRE scores, if you selected FSU as an institution to receive your score report, that will suffice.

Florida State University  
Office of Graduate Admissions  
282 Champions Way  
P.O. Box 3062400  
Tallahassee, FL 32306-2400

Applicants are encouraged to contact Emily Joyce in the doctoral program office at 850-644-1201 or [ejoyce2@fsu.edu](mailto:ejoyce2@fsu.edu) as they prepare their applications. We also welcome visits to the campus.

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#### APPLICATION DEADLINE, REVIEW, AND ADMISSION DECISION

The College of Social Work's Doctoral Program Committee review only completed application files that meet the minimum admission requirements. Incomplete applications will not be reviewed. All portions of the application must be completed by January 15; however, admissions decisions are made on a rolling basis. Applicants are notified either electronically or by mail of the admissions decision by the Doctoral Program Director.

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#### TRANSFER CREDITS

Transfer credit decisions will depend on when the course work was completed and on its relevance to the student's doctoral program in social work. Transfer credit will not be given for courses completed in receipt of another degree. A maximum of 12 graduate credit hours may be transferred from an accredited institution or program. Only those credit hours that resulted in a grade of "B" or better will be considered. The Doctoral Program Director and the FSU Office of Records and Registration will be responsible for determining whether the credit hours can be transferred.

#### READMISSION PROCESS

Applicants who have received degrees from Florida State University within the last seven years should apply for readmission to the university when seeking admission to the doctoral program. In order to apply for readmission, students should open the online application for admission, and when prompted, indicate that they have received a degree from Florida State University.

<http://csw.fsu.edu/academics/doctoral-program/admissions-information/>

Readmission application submissions must include:

1. College of Social Work Department Application.
2. An official Graduate Record Examination taken within the previous 5 years, with a **recommended** minimum verbal reasoning score of 153 and **recommended** minimum quantitative reasoning score of 146. If GRE scores were sent to Florida State University within the past five years, applicants should not request for their scores to be sent again. If applicants are unsure if their scores need to be resent, they should contact the Doctoral Program Specialist, Emily Joyce, at (850) 644-1201 or [ejoyce2@fsu.edu](mailto:ejoyce2@fsu.edu).

3. A master's degree with a Grade Point Average of at least 3.0 (on a 4.0 scale) from a graduate school of social work accredited by the Council on Social Work Education
  1. Foreign applicants must have a CSWE accredited MSW or equivalent degree. If the degree is earned outside of CSWE jurisdiction, the applicant must have his or her degree evaluated and validated by CSWE. The cost of CSWE validation is the responsibility of the applicant. Exceptions may be considered by the Doctoral Program Director on a case by case basis. Information about this process is located at: <http://www.cswe.org/CentersInitiatives/22207.aspx>.
4. "Good standing" status at the last school attended
5. For International Applicants, including those with a graduate degree from a U.S. University, evidence of English language proficiency is required as demonstrated by acceptable scores on the Test of English as a Foreign Language (TOEFL) Internet Based Test or Paper Based Test, or the International English Language Testing System (IELTS). The minimum scores required are as follows:
  1. TOEFL:
    - Applicants who take the Internet Based TOEFL must score a High (22-30) in Reading, High (22-30) in Listening, Good (26-30) in Speaking, and Good (24-30) in Writing.
    - Applicants who take the Paper Based TOEFL must score at least a 57 in Reading Comprehension, at least 57 in Listening Comprehension, and at least a 64 in Structure/Written Expression.
  2. IELTS:
    - Applicants who take the IELTS must score as a "good user" through "expert user" (7.5-9.0) in each section of the exam (Listening, Reading, Writing, and Speaking).
6. Transcripts from all previous undergraduate and graduate academic work. Please note that readmission applicants who received their MSW from Florida State University do not need to have any transcripts sent to the Office of Graduate Admissions. Applicants who received their undergraduate degree from Florida State University only need to send transcripts from any other university attended after they received their degree from FSU.
7. Resume/Curriculum Vitae\*
8. A personal statement\*
9. A representative writing sample\*
10. Three letters of reference\*

\*See Details Above

## APPLICATION PROCESS QUESTIONS

For further information about the application process, contact Emily Joyce, the Doctoral Program Specialist, at (850) 644-1201, or [ejoyce2@fsu.edu](mailto:ejoyce2@fsu.edu). Applicants may also contact Dr. Stephen Tripodi, Doctoral Program Director at [strpipodi@fsu.edu](mailto:strpipodi@fsu.edu) or (850) 645-1572.