

# ADMISSION TO THE DOCTORAL PROGRAM

FALL 2021

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## ADMISSION TO THE PROGRAM REQUIRES:

1. An official Graduate Record Examination (GRE) taken within the previous 5 years\*  

\*If you do not have a current GRE score report and if due to the current circumstances of COVID-19, you are unable to take the test, you can submit a GRE Waiver by Exception Request. Please email [jfarinella@fsu.edu](mailto:jfarinella@fsu.edu) requesting the paperwork to initiate this request. Submission of request does not guarantee approval of GRE Waiver by Exception.
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.  

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: <https://www.cswe.org/Centers-Initiatives/International-Degree-Review/Application-Instructions.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).

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 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.

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## APPLICATION AND SUPPLEMENTAL MATERIALS:

[Applications](#) must include:

1. **Transcripts** from all previous undergraduate and graduate academic work
2. An official **Graduate Record Examination (GRE)\*** taken within the previous 5 years.  
*\*Request for GRE Waiver by Exception available*
3. **Resume/Curriculum Vitae** that documents your:
  1. Education
  2. Substantive areas of expertise or interest
  3. Professional positions, publications, and presentations
  4. Research experience, grant awards, etc.
  5. Teaching or training experience
  6. Professional affiliations, honors, awards
  7. Service
3. A **statement of purpose** describing:
  1. Your research interests and goals
  2. Please explain how your previous professional experiences have contributed to your research interests and goals
  3. Previous research/academic experience that provides evidence of your potential for engaging in doctoral-level scholarship
  4. The factors related to your decision to apply to the FSU College of Social Work doctoral program, and
  5. Please discuss the faculty members, Institutes, and/or Research Centers that you would want to work with and why?
4. A **writing sample** such as a course paper, research proposal, a grant application, a professional research report, or a publication\* that demonstrates intellectual potential (e.g., critical thinking skills, analytical ability). Applicants may include a maximum of two writing samples.  
  
*\*if including a multi-authored publication, please specify your contribution to the publication.*
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 scholarly performance
  - characteristics that support your potential for success in doctoral-level study
  - evidence of your ability to think critically
  - 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 encourage you to send the above guidelines to your Recommenders.

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## ADMISSION PROCEDURES

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

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

*Note: students with earned graduated degrees from Florida State University within the last 7 years, should follow slightly different procedures to apply for “readmission” to the university. Students should open the online application for admission, and when prompted, indicate that they have*

*received a degree from FSU. Applicants applying through the readmission application process must meet program requirements and provide all supplemental materials.*

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**

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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. Applicants are notified electronically of the admissions decision by the Doctoral Program Director.

### **Priority Admission Deadline:**

The Florida State University College of Social Work is pleased to offer a priority admission deadline for individuals who are wishing to receive earlier admissions consideration to the Doctoral Program.

Individuals who submit the application and all supplemental materials by November 1<sup>st</sup>, are eligible to be reviewed by the Doctoral Program Committee earlier and potentially receive an admissions decision by December 1<sup>st</sup>. This can be to a highly qualified applicant's benefit if also seeking application to additional Florida State University funding opportunities (<https://www.gradschool.fsu.edu/funding-awards>), which often note early application deadlines. Applicants will be eligible for an early decision if all application materials are submitted by the priority admission deadline, and the College of Social Work believes the individual may be competitive for University fellowships and grants. If an applicant is not selected for priority admission, their application will be included with all remaining applicants to be reviewed after the general admission deadline of January 15<sup>th</sup>.

### **Deadlines:**

Priority Admission: November 1, 2020

General Admission: January 15, 2021

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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.

## APPLICATION PROCESS QUESTIONS

Applicants are encouraged to contact Jennifer Farinella in the doctoral program office at [jfarinella@fsu.edu](mailto:jfarinella@fsu.edu) as they prepare their applications. Applicants may also contact Dr. Stephen Tripodi, Doctoral Program Director at [stripodi@fsu.edu](mailto:stripodi@fsu.edu).