

**Millersville University - Shippensburg University MSW Program**  
**MSW Application Checklist**

- Graduate College Application at: [www.ship.edu/admissions/apply](http://www.ship.edu/admissions/apply)
- [MSW Track Selection Form](#)
- All students requiring Advanced Standing: [Recommendation for Advanced Standing](#) Give a copy of the form to the BSW program director or the head of the social work department completing the recommendation with a stamped envelope addressed to:

Shippensburg University,  
Office of Graduate Admissions,  
1871 Old Main Drive, Shippensburg PA 17257.

- GRE or MAT scores (for students whose GPA is lower than 2.8)
- One copy of the Official Transcripts from all colleges or universities attended. The transcripts must be in sealed envelopes from the issuing institutions to be considered "official." If you are currently enrolled in a college or university when submitting your application, you must have official transcripts, to date. **Have an additional transcript mailed to Graduate Admissions once you have completed the course work and your degree has been conferred.**
- A [Waiver Request Form](#) should be completed only by students requesting waivers from courses they have already demonstrated proficiency.
- [Academic and Professional Statement](#)
- [Resume](#) -Use format provided
- [Required Liberal Arts Courses Form](#)- Use format provided
- Three (3) [Reference Forms](#). Download and complete the top portion of the form. Give a copy of the form to each person completing recommendation with a stamped envelope addressed to:

Shippensburg University,  
Office of Graduate Admissions,  
1871 Old Main Drive, Shippensburg PA 17257.

- Application check. Make check payable to "Shippensburg University." The \$40.00 application fee is non-refundable.
- MSW application Checklist- use this form to indicate you have completed each of the required elements above.

Email all electronic forms as email attachments to: DyAnna Stevens: [DRStev@ship.edu](mailto:DRStev@ship.edu). Mail all the other documents to:

Shippensburg University,  
Office of Graduate Admissions,  
1871 Old Main Drive, Shippensburg PA 17257.

**Very Important: You may complete this application in stages but your application will not be reviewed until all required documents are received by the Office of Graduate Admissions.**