

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

Create a Graduate College Application [here](#). 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. Use this checklist as a guideline when applying to make sure that all required documents are completed.

- ❑ 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 a 2.8). For MAT test information visit Shippensburg University [placement testing office](#).
- ❑ 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.
- ❑ A Waiver Request Form should be completed only by students requesting waivers from courses they have already demonstrated proficiency. This is **OPTIONAL** and not a required part of your application
- ❑ Academic and Professional Statement. Guidelines of this form can be found [here](#).
- ❑ Resume. The formatted version provided is recommended and can be found [here](#). You may also send a currently formatted resume
- ❑ Required Liberal Arts Courses Form
- ❑ 3 References through the “Recommendations” tab on your application. An automated email will be sent on your behalf for their recommendation.

If you have any questions or concerns about the application process please contact Shippensburg University’s MSW Director, Dr. Marita Flagler, at 717 477 1266 or mnflagler@ship.edu.