September 1, 2015

Dear Applicant:

Thank you for your interest in the University of Iowa School of Social Work Doctoral Program. The following items are required by the School and the University before an application is considered complete. All items will be submitted online through the University of Iowa Graduate Admissions Office portal. Read through these items (below) before beginning the process.

**THE FOLLOWING INSTRUCTIONS are for Applicants to the PhD PROGRAM:**

**Application and fee, University ID and password**
You will begin by filling out a brief institutional application form and pay a fee. You will then be instructed to set up your University of Iowa Hawk ID, and password, then you will have access to your ISIS (Iowa Student Information System) where you apply online to the department. To help identify your materials as they are routed for review, you are asked to use your Hawk ID at the top of all future correspondence and on supplemental application documents whenever possible. All applicants begin here as a first time user: [https://apply.admissions.uiowa.edu/admissions/login.page](https://apply.admissions.uiowa.edu/admissions/login.page)

**Transcripts**
You will be required to upload *unofficial copies of all transcripts by the Feb. 1st deadline*. If admitted, you will be required to send official transcripts from all educational institutions to the UI Graduate Admissions Office, 107 Calvin Hall, Iowa City IA 52242. University of Iowa students and alumni do **not** need to provide official UI or previously submitted transcripts; they will be provided automatically. You may contact the Graduate Admissions Office directly if you have questions: gradmail@uiowa.edu, 319-335-1525.

**GRE Exam**
Graduate Record Exam (GRE) scores. You may self-report GRE scores to meet the deadline, pending receipt of your official GRE scores.

**English Proficiency**
International applicants must have a minimum score of 100 on the TOEFL iBT Total Score or minimum of 7 on the IELTS Overall Band Score, with no IELTS sub-score less than 6.0. A score of 26 on the speaking portion of the TOEFL is preferred. Automatic waivers of the TOEFL or IELTS requirement are granted for people who have completed a bachelor’s degree (or higher) at an accredited university in the United States, United Kingdom, Canada (excluding French Quebec), Africa (English speaking), Australia, or New Zealand.

**Resume/CV**
Highlight research, teaching, and leadership activities, if applicable.

**Scholarly Writing**
An example of scholarly writing. We prefer a scholarly publication, or a research or theoretical paper.

**Statement of Purpose**
The doctoral program in social work seeks to develop scholars who will assume academic and leadership positions. Like most PhD programs in social work, we have a strong focus on preparing students to conduct research. Write a 3-5 page essay that describes your career goals and explains how a PhD in social work will advance your career goals. Your essay should also provide a detailed
discussion of your research interests and possible research question(s). Finally, describe your reasons
for applying to the University of Iowa.

For student applying for part-time study: Explain why you are applying for part-time study and how you
will be able to complete degree requirement given competing demands on your time.

Optional (1-page): Provide additional information useful to the admissions committee, such as
explaining inconsistencies in your academic record or strengths, abilities or accomplishments not
addressed in your essay or in your CV.

**PhD Departmental Application Form**
Available online in your ISIS admissions portal.

**Recommendation Forms and Letters**
Three completed recommendation forms for the PhD program with accompanying letters, which must
be provided by the deadline. You will type in your reference writers’ email addresses in your ISIS
admissions portal to facilitate this process. Please notify your reference writers that they will receive an
email from the Graduate Admissions Office, which will include instructions for completing the form and
uploading the letter. **It is your responsibility to check the status of your application and follow up with
your reference writers to ensure the forms and letters are available by the deadline.**

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**THE FOLLOWING ADDITIONAL INSTRUCTIONS are for Applicants to the COMBINED MSW/PhD
PROGRAM:**

Applicants to the combined program please read all parts of BOTH MSW and PhD Program Policies
before beginning the application process: [http://clas.uiowa.edu/socialwork/graduate-program/apply](http://clas.uiowa.edu/socialwork/graduate-program/apply).

After reviewing the policies for BOTH programs, you may contact Kate Kemp if you have questions, to
discuss your eligibility for the combined MSW/PhD program: [kate-kemp@uiowa.edu](mailto:kate-kemp@uiowa.edu).

Applicants to the combined program complete all parts of both applications online, including
recommendations. In some cases it can be appropriate to have a recommender complete forms for both
programs. If this is the case, please inform your reference writer to expect more than one request, and
that both forms need to be completed; in addition, reference letters are required for the PhD application.

The Doctoral Studies Committee and the MSW Committee only reviews complete admission files
submitted by **February 1, 2016**, including recommendations and transcripts. You may check the status
of your UI Graduate Admissions application online.

If you have questions about the application process for the PhD or combined MSW/PhD programs, email
[susan-dirks@uiowa.edu](mailto:susan-dirks@uiowa.edu). For other questions about the PhD program (e.g., funding, faculty strengths,
mentors, job market), email the director of the PhD program, Carol Coohey at [carol-coohey@uiowa.edu](mailto:carol-coohey@uiowa.edu).

Thank you for your interest in our programs. We look forward to receiving your application materials.

Sincerely,

Susan Dirks

Susan Dirks, Admissions and Programs Coordinator
[http://clas.uiowa.edu/socialwork/](http://clas.uiowa.edu/socialwork/)