Ph.D. Program in Social Welfare
Application Instructions

Social Welfare PHD Supplemental Application
Part of the supplemental application requires you to report your last 60 semester credits based on your undergraduate GPA. Do not report your overall GPA. For help with this calculation, follow these steps:

1. Add the number of earned credits (including credits for failed courses) for your most recently completed undergraduate semester to the number of earned credits in the preceding semesters until you reach a total of at least 60 undergraduate credits. If you reach 60 credits in the middle of a semester, count all credits from the whole semester.
2. Add up the grade points for all of the semesters included in Step 1.
3. Divide the total grade points from Step 2 by the total credits from Step 1. This number of your GPA for the undergraduate semesters in which you earned at least 60 credits.

Courses graded with no associated grade point, such as an I (Incomplete), U (Unsatisfactory), P (Progress), or S (Satisfactory), do not count toward the last 60 credit GPA.

Writing Sample
Submit first-author journal articles, chapters, theses, term papers, or research reports that represent your writing ability. All materials must be written in English and be an equivalent of at least 5 pages double-spaced, 12pt font. The writing sample is submitted as part of the supplemental application.

Official Transcript(s)
For the purposes of submitting your application, you are required to upload transcripts in PDF format from all post-secondary institutions you attended after high school. You can upload scanned copies of official paper transcripts or official electronic transcripts. Non-English international documents must be in the original language accompanied by an official English translation.

For the purposes of finalizing your admission after the PhD Admissions Committee recommends your acceptance to the Graduate School, we will request a new set of official transcripts. At that point, you will be required to mail us official transcripts in their original sealed envelopes or request official electronic transcripts be emailed directly to us from your institution. Further information will be provided upon admission.

Statement
Your statement should discuss the reasons for pursuing graduate study at the University of Wisconsin-Madison School of Social Work Ph.D. Program. Clearly specify research interests so the PhD Admissions Committee can determine the fit between your research interests and those of social work faculty members. Also, describe educational and career achievements and goals that support the pursuit of a doctoral degree. Length should be 4-6 pages double-spaced, 12pt font.
Fall 2017 Application Deadline: **December 1, 2016**

**Resume or Curriculum Vitae (CV)**
Submit your resume or CV. CV preferred.

**Three Letters of Recommendation**
Three letters of recommendation are required and must be submitted electronically as part of the online application.

Letters should evaluate your potential to plan and implement a program of research and independently develop original ideas that contribute to your field of study. At least two letters should be from professors or Ph.D. level researchers who can evaluate your research competency and potential. *International applicants should ensure that reference letters are written in English.*

Please inform your recommenders of the **December 1st** deadline for submission and follow-up with them to make sure the letters have been submitted properly.

**Letters from friends, family members, or others such as therapists or clergy who cannot address academic capabilities will not be accepted and the application will not be reviewed.**

**Application Fee**
The application fee must be paid online before you can submit your application. If the fee is a financial hardship, you may be eligible for assistance. Visit the [Graduate School FAQs](#) for more information.

**Official GRE Scores**
The Graduate Record Examination (GRE) is required for all applicants.

If you have taken the GRE, but your scores are more than five years old from your application date, you will need to retake the exam. GRE scores take approximately five weeks to reach the University if you take the paper-delivered test or 10-15 days if you take the computer-delivered test. **Tests should be scheduled with the application deadline in mind.** Official scores are submitted to the University of Wisconsin-Madison (institution code 1846).

**English Proficiency Test Scores (if required)**
English proficiency tests must be taken within two years of your admission term. Official scores are submitted to the University of Wisconsin-Madison (institution code 1846).

The School of Social Work's minimum requirements are **higher** than the Graduate School's:
- TOEFL iBT (internet-based test): 100
- TOEFL PBT (paper-based test): 600
- MELAB: 90
- IELTS: 7

For more information about scores and exemption from English proficiency test requirements, visit the Graduate School's [Requirements for Admission](#).