

COLUMBIA  
UNIVERSITY   
SCHOOL OF SOCIAL WORK

**DOCTORAL PROGRAM ADMISSIONS OFFICE**

1255 Amsterdam Avenue, Room 919

New York, NY 10027

Telephone: (212) 851-2389

**Instructions for Fall 2010 Admissions Application**

Please consult all enclosed materials prior to completing the application form. Remember to specify "**Doctoral Program Admissions**" on all application mailings and/or correspondence. **Your application will not be processed until all materials have been received, including all transcripts, references and GRE Scores.** All application materials sent must be postmarked no later than **JANUARY 2, 2010**.

**APPLICATION MATERIALS**

1. PRIMARY APPLICATION FORM AND \$225 ADMISSIONS FEE (\$65 if submitted online)
2. PERSONAL STATEMENT and CURRICULUM VITAE
3. THREE LETTERS OF RECOMMENDATION (at least two of which must be academic)
4. TRANSCRIPTS (From all undergraduate and graduate schools attended)
5. GRE SCORES (An *official copy* must be sent directly to the School of Social Work by ETS to Institutional code **2158** and Department code **5001**)
6. TOEFL AND TSE SCORES (please refer to requirements below)
7. WRITING SAMPLE (*optional*, please limit to no more than 25 pages)

**PERSONAL STATEMENT and CURRICULUM VITAE**

Please follow the instructions on the adjoining sheet.

**RECOMMENDATIONS**

Three letters of recommendation are required. For applicants utilizing the online application, evaluators may submit their letters either electronically or in paper form. Applicants submitting via paper application can find copies of the Letter of Recommendation form within this application. Applicants should fill out section 1 of the enclosed forms before sending to their recommenders, and are expected to follow through with persons from whom recommendations have been requested. The recommenders can send the form and their letters back to you or to our office directly. In either case, it must reach us in a sealed envelope signed by the recommender. Under the provisions of the Educational Privacy Act of 1974, letters of recommendation are accessible to students who have been accepted and who enroll in the school. If you choose to waive your right of access to recommendation letters, please notify the referees when you give them this form. You are also required to notify the School that you are waiving access to the letters of recommendation. Please note that at least TWO of these recommendations must be written by persons well acquainted with your academic work.

**TRANSCRIPTS**

You should request a transcript from your college(s) and graduate school(s) as soon as you have decided to apply. Official transcripts (not copies) are required from each school attended.

**GRADUATE RECORD EXAMINATION**

The Graduate Record Examination (Aptitude Test) is required of all applicants to the Doctoral Program. Applicants should register for the earliest test date possible, preferably before November 1. You can obtain GRE information online at [www.gre.org](http://www.gre.org) or by contacting GRADUATE RECORD EXAMINATIONS, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, tel. no. 609-771-7670. Call 1-800-GRE-CALL for computerized testing information. Please indicate Institutional code **2158** and Department code **5001** on any forms indicating where your scores should be sent. Scores should be sent to the **Columbia University School of Social Work**, *not* to the Graduate School of Arts and Sciences.

**TOEFL and TSE (Test of Spoken English)**

The TOEFL is required for all international students whose native language is not English. The TSE is also strongly recommended. Students who have earned their Masters degree at an institution in an English-speaking country are not required to take the TOEFL or TSE.

**WRITING SAMPLE**

A writing sample, preferably pertaining to research in social work or one of the other social sciences, is considered *optional*. All samples should be limited to no more than 25 pages, excluding footnotes or bibliography, etc.

**ACKNOWLEDGEMENTS**

You will receive one notification if any application materials are missing. After this notice, it is your responsibility to follow up on missing items.

COLUMBIA  
UNIVERSITY   
SCHOOL OF SOCIAL WORK

PRIMARY APPLICATION FORM FOR ADMISSION TO THE  
DOCTORAL PROGRAM

(Please print or type.)  
(Add pages as needed.)

The application deadline is January 2.

Date of Application \_\_\_\_\_

Please call (212) 851-2389 if you require any assistance with the application process.

Name (Mr., Ms.) \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Previous Name (if applicable) \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

U.S. Social Security No. \_\_\_\_\_

Birth date (month/day/year) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex:  Male  Female Country of Citizenship: \_\_\_\_\_

Visa status & U.S. arrival date (if applicable): \_\_\_\_\_

Have you corresponded or conferred about your application with any faculty member or officer of this School or this University? If so, with whom? \_\_\_\_\_

Present Mailing Address:

\_\_\_\_\_  
(Number, Street, and Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip) (Country)

\_\_\_\_\_  
(Home Tel. No.) (Business Tel. No.) (E-mail address)

Permanent Mailing Address (if different):

\_\_\_\_\_  
(Number, Street, and Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip) (Country) (Tel. No.)

Person to notify in case of emergency:

\_\_\_\_\_  
(Name) (Relationship to applicant)

\_\_\_\_\_  
(Number, Street, and Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip) (Country)

\_\_\_\_\_  
(Home Tel. No.) (Business Tel. No.)

Check the area in which you plan to concentrate:

- Advanced Practice (Two years post-MSW practice experience strongly encouraged)  
 Social Policy & Policy Analysis  
 Social Policy & Administration

**Race/Ethnicity:**

The information requested below is optional. Please respond to questions 1 and 2. The questions are asked because Columbia is subject to certain governmental recordkeeping requirements.

**Question 1. Ethnicity**

**Are you Hispanic or Latino?**

- Yes, Hispanic or Latino — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- No, not Hispanic or Latino

**Question 2. Race**

**What is your race?** (Select one or more of the following five categories)

- American Indian — A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam.
- Black or African American — A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander — A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White — A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Other Statistical Information:**

Have any members of your family attended Columbia University?  Yes  No

If yes, please state below who attended, which school, their degree and your relationship to them.

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Where did you hear about the CUSSW doctoral program?

- |  |  |
|--|--|
| <input type="checkbox"/> Faculty/Instructor                | <input type="checkbox"/> Recruitment Fair  |
| <input type="checkbox"/> Colleague                         | <input type="checkbox"/> Brochure          |
| <input type="checkbox"/> Word-of-Mouth                     | <input type="checkbox"/> Web Site          |
| <input type="checkbox"/> Magazine/Newspaper Advertisement: | <input type="checkbox"/> Conference: _____ |
| _____  | (please specify)                           |
| (please specify)   | <input type="checkbox"/> Other: _____      |
|  | (please specify)                           |

\*This information is not used in making admissions decisions. It is collected as an aid to our recruitment and program review staff.

**ACADEMIC EXPERIENCE**

Name of Institution	Date of Entrance	Date of Leaving	Degree or Diploma	G.P.A.
College or University (Undergraduate)				
Graduate				
Professional School				

**GRE SCORES**

Date Taken: \_\_\_\_\_ Verbal:  Quantitative:  Analytical:

**TOEFL SCORES**

Date Taken: \_\_\_\_\_ Total:

Section 1:  Section 2:  Section 3:  Section 4:

**PROFESSIONAL EXPERIENCE**

Attach a copy of your curriculum vitae, listing and describing all positions you have held, including whether the work was paid or volunteer. See the accompanying sheet for guidelines and proper format of the curriculum vitae.

**REFERENCES**

List three persons from whom you have requested references. (At least two should be from an academic source.)

<u>Name and Address (in full)</u>	<u>Relationship</u> (Professional Work, Academic, Personal)
1. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	
2. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	
3. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	

**OTHER INFORMATION**

1. List any advanced courses taken for credit that you wish to transfer toward the fulfillment of degree requirements at the Columbia University School of Social Work.

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2. Have you applied for admission to any other doctoral program?      Yes       No

If so, where? \_\_\_\_\_

Is your application currently active there? \_\_\_\_\_

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3. Do you plan to apply for University housing?      Yes       No

4. Would you like to be considered for financial aid?      Yes       No

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I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements on this application may result in denial of admission, disciplinary action, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the rules and regulations of the University. Should any information I have given change prior to my entry to the University, I shall immediately notify the Doctoral Program Admissions Office. I understand that the check, money order or credit card payment I submit with this application covers part of the cost of handling the application and is therefore not refundable.

\_\_\_\_\_  
(Signature of Applicant)      Date: \_\_\_\_\_

Please enclose a check or money order for \$225 made payable to *The Trustees of Columbia University* with this form. *Please do not send a foreign money order or cash.* If applying online, you will be required to make a \$65 payment .



**PERSONAL STATEMENT FOR ADMISSION TO THE DOCTORAL PROGRAM**

**Instructions:**

**Address the following questions in a single 3-5 page essay. Please use font that is no smaller than 10 point.**

1. Describe your reasons for pursuing a doctoral education. What are your major academic areas of interest?
2. How do your professional experience and academic background relate to your plans for study? What are your career goals?
3. What facets of the Columbia program interest you the most? Explain why you feel this program would be a good match for you.

**THE COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK**  
 1255 Amsterdam Avenue, Room 919 New York, NY 10027· Tel. (212) 851-2388/2389

**LETTER OF RECOMMENDATION: APPLICANT FOR DOCTORAL PROGRAM**

**Section 1: (To be completed by the applicant)** *Please type or print*

Name of Applicant: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_

Title: \_\_\_\_\_

Address (include department & institution affiliation, if appropriate): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their education records, students may waive their right to see specific confidential statements and letters of evaluation. In the belief that applicants, and the persons from whom they request evaluations, may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

- (a)  I waive my right to examine this letter.      **OR**      (b)  I do not waive my right to examine this letter.

\_\_\_\_\_

Signature of applicantDate

**Section 2: (To be completed by the recommender)**

You have been asked to recommend this person for admission to the Doctoral Program at the Columbia University School of Social Work. We would greatly appreciate your completing the recommendation at your earliest convenience for we cannot consider the person's application without it. *Note that all recommendations must be postmarked by January 2.*

The Doctoral Program at the Columbia University School of Social Work is intended for professional persons who plan to function primarily as researchers, teachers, administrators, consultants, and/or advanced practitioners. In evaluating applicants, the Committee places special emphasis upon demonstrated intellectual ability, capacity for independent scholarly work, leadership potential, motivation and drive, maturity, and original thinking and action.

We would appreciate your candid evaluation of the above-named applicant, and request that in your letter you provide any information that would assist in evaluating the applicant's potential for advanced study. Please indicate the extent of your knowledge of the applicant's work. If possible, please rate the applicant relative to other students, employees or associates that you have known in the same field. Thank you in advance for assisting us in the evaluation of this applicant.

**Please complete the chart below, rating the applicant in comparison with others whom you have known at similar stages in their careers.**

	Exceptional Upper 5%	Outstanding Next 15%	Very Good Next 15%	Good Next 15%	Next 15%	No Basis for Judgment
Originality						
Emotional stability and maturity						
Motivation and seriousness of purpose						
Ability to work independently						
Analytical skills						
Communication skills—written						
Communication skills—oral						

\_\_\_\_\_

Name (please print)SignatureDate

**Please attach this form to your letter, and (by January 2) mail them to:**

Doctoral Program Admissions, Columbia University School of Social Work  
 1255 Amsterdam Avenue, Room 919 New York, NY 10027

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Name (please print)SignatureDate

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Doctoral Program Admissions, Columbia University School of Social Work  
 1255 Amsterdam Avenue, Room 919 New York, NY 10027

## **Standard Format for the Curriculum Vitae**

Below is a sample format for your curriculum vitae. Although it is not necessary for you to follow this format, it is necessary that you include all the information listed. Type on white paper and limit your vitae to five pages or less if possible.

### **Name with Mailing Address:**

### **Areas of Special Interest:**

### **Education:**

Institution(s) and the dates you attended. Identify your degrees and major(s) and minor(s). Begin with your most recent degree.

### **Continuing Education:**

List the most significant continuing education experiences that you have had in the last ten years.

### **Paid Employment History:**

List your most significant and relevant paid work or human services experiences in chronological order, beginning with the most recent. Identify the employer and the location of this employment, the beginning and ending dates, and a brief (2-3 line) job description.

### **Volunteer Experiences:**

List your most significant and relevant volunteer social work or human services experiences in chronological order, beginning with the most recent. Identify the agency and its location, the beginning and ending dates, and a brief (2-3 line) description of your responsibilities and activities.

### **Honors and Awards:**

Identify any academic honors that you have received or awards that you have received from a community, service, or social group.

### **Professional Affiliations/Licensure:**

List professional associations in which you hold membership (e.g., NASW) as well as any advanced certification that you have received (e.g., state licensure for the practice of social work, AAMFT).

### **Research and Evaluation Experiences:**

List any research and evaluation experiences in which you have participated, including a description of your position, beginning and ending dates, and responsibilities.

### **Teaching Experiences:**

List any courses that you have taught at either a community college or university level, including the title, level, beginning and ending dates, a brief course description and the educational institution at which it was taught.

### **Paper Presentations at Conferences:**

List the titles of papers that you have presented at national, state or other conferences over the last five years, including date, sponsor of conference, and any co-authors or co-presenters.

### **Publications:**

List publications on which you have been listed as an author, including journal articles, books, book chapters, technical reports, magazine or newsletter articles, contract or grant applications, and program manuals. Please follow the *Publication Manual of the American Psychological Association* (Fourth Edition) for style. (APA Style Resources- <http://www.psychwww.com/resource/apacrib.htm>)

## DOCTORAL PROGRAM APPLICATION CHECKLIST

Return this form with your additional materials.

NAME

last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

social security number \_\_\_\_\_

ADDRESS

street address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

I HAVE COMPLETED THE ON-LINE APPLICATION    OR     I HAVE COMPLETED THE PAPER APPLICATION

I HAVE INCLUDED THE FOLLOWING DOCUMENTS (*please place documents in the following order*):

- Personal Statement
- Curriculum Vitae
- Transcript(s)
- My GRE scores, TOEFL and TSE scores (if applicable) have been sent to the Doctoral Program.
- Letters of Recommendation
  - o 1. \_\_\_\_\_
  - o 2. \_\_\_\_\_
  - o 3. \_\_\_\_\_

PAPER APPLICATION FEE PAYMENT (\$225.00)

**Note: Applications submitted on-line are \$65.00.** Please do not send cash. The non-refundable fee covers part of the cost of handling your application.

- Voucher: check or money order (Enclose with this form check or money order for \$225 to *The Trustees of Columbia University*.)
- Application Fee Waiver (if requesting a waiver)
- Credit Card Application Fee Payment (for online applications only)

I HAVE COMPLETED THE ON-LINE APPLICATION BUT HAVE NOT INCLUDED (*please list*):

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE

Please sign this form below, attesting to the accuracy of the information you have provided.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Please mail to:*

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK  
DOCTORAL PROGRAM ADMISSIONS OFFICE  
1255 Amsterdam Avenue, Room 919  
New York, NY 10027

Questions? Call the Doctoral Office at 212-851-2389. Or, e-mail us at [swphd@columbia.edu](mailto:swphd@columbia.edu)  
Visit our Web site or apply online at <http://www.columbia.edu/cu/ssw/phdprogram/>