

# Information for Applicants to the PhD in Social Work Program

## ► Application Deadline

All application materials must be postmarked  
no later than February 15.

### Mission

The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this, the college values and respects the full range of human diversity.

The college is committed to diversity in its enrollment and strongly encourages applications from members of underrepresented groups.

### Application Instructions

For consideration for admission to the PhD in Social Work program, you must be admitted to both the University of Illinois at Chicago Graduate College and the Jane Addams College of Social Work Doctoral Program. To complete the necessary applications, all of the following materials should be submitted directly to the Jane Addams College of Social Work:

1. The completed UIC Graduate College Admission Application (enclosed, or available online at <http://www.uic.edu/depts/grad/admissions/appforms.shtml>) accompanied by any documents requested in the UIC Graduate College application.
2. The completed fillable PDF Jane Addams College of Social Work PhD Application, located online at [http://www.socialwork.uic.edu/programs/phd/files/phd\\_application081.pdf](http://www.socialwork.uic.edu/programs/phd/files/phd_application081.pdf).

3. A three to five page, typed personal statement that clearly addresses:
  - Your reasons for applying to the doctoral program at Jane Addams.
  - Your professional objectives and plans, and how the doctoral degree would contribute to them.
  - The fit between your objectives and the mission of the Jane Addams College of Social Work.
  - Your proposed area of specialization.
  - The related social science field in which study would likely be undertaken.
  - Your research interests.

**Note:** This statement is a major factor in the admission decision. It should be a thoughtfully prepared, accurate reflection of your interests and plans.
4. Writing samples whether published or unpublished.
5. Two official transcripts from every college and university attended, including UIC, sent directly to the Jane Addams College of Social Work from the institution.
6. Four letters of reference, which should be submitted directly to the college. At least one should be an academic reference and at least one from a recent supervisor, if possible. (Do not use relatives or friends for references.) Reference letters should address the applicant's readiness and potential for scholarship at the doctoral level; commitment to social work and mission of Jane Addams College of Social Work; and personal, professional, and intellectual qualities important to success in the program. Letter of Recommendation form is available online at <http://grad.uic.edu/files/RecommendationForm.doc>

7. Examination scores on the Graduate Record Examination (GRE), submitted directly to the College.
8. Applicants from countries where English is not the native language must also submit TOEFL scores. (Minimum score required: paper based = 580; computer based = 237; internet based (iBT) = writing 21, speaking 20, listening 17, reading 19. Total score = 80.
9. A \$60 non-refundable application fee check, money order, or cashier's check made out to the University of Illinois at Chicago. To complete the UIC application online you may pay with a Visa or MasterCard.

For optimal consideration for university-based fellowships, please make sure that all application materials are received no later than January 1. The final deadline for submission is February 15. Admission decisions are typically made by May 1.

### All Application materials should be submitted to:

Doctoral Program Admissions  
Jane Addams College of Social Work  
University of Illinois at Chicago (M/C 309)  
1040 W. Harrison Street  
Chicago, Illinois 60607-7134

► **PhD in Social Work Program Application**

Please complete the application fully and accurately; omission of any information will delay in a review of the application. Indicate nonapplicable information with N/A. **Please type or print.**

|   |   |
|---|---|
| Name _____  | Date _____  |
| Last                      First                      Middle |   |
| Current Address _____                                       | W/D/A _____   |
| _____   | Academic year for which you are applying: Fall _____                  |
| Email Address _____   | Admission is for the fall term only                                   |
| Home area code and telephone number _____                   | <input type="checkbox"/> Part time <input type="checkbox"/> Full time |
| Work area code and telephone number _____                   | Birthdate _____   |
| Permanent address _____                                     | Birthplace _____  |
| _____   | Citizenship _____   |
| _____   | Gender _____  |

**EDUCATION**

List in chronological order all colleges and universities that you have attended, starting with your most recent study, including the University of Illinois at Chicago. Include all extension and correspondence courses. You should immediately request that official transcripts from all colleges and universities, including the University of Illinois at Chicago, be sent to the Jane Addams College of Social Work. See accompanying instructions for details.

| Graduate | Dates of Attendance |            | Degrees           | Area of Specialization/Concentration |
|----------|---------------------|------------|-------------------|--------------------------------------|
|          | From                | To         |                   |                                      |
|          | Month/Year          | Month/Year | Received/Expected |                                      |
|          |                     |            |                   |                                      |
|          |                     |            |                   |                                      |
|          |                     |            |                   |                                      |

| Undergraduate | Major | Minor |
|---------------|-------|-------|
|               |       |       |
|               |       |       |
|               |       |       |

**EMPLOYMENT RECORD** (List most recent first)

| Organization or Firm Name and Location | Dates | Position |  | Supervisor |
|--|-------|----------|--|------------|
|  |       |          |  |            |
|  |       |          |  |            |
|  |       |          |  |            |
|  |       |          |  |            |
|  |       |          |  |            |
|  |       |          |  |            |
|  |       |          |  |            |

**REFERENCES**

Please list here four persons from whom you have requested a reference. Whenever possible, these should include one or more academic references, and one or more professional supervisors. Do not include relatives. (For persons with a master's degree in another field or with a bachelor's degree only, the major academic advisor must be listed as a reference below.)

| Name | Address—Street and Number, City, State, and Zip Code | Relationship |
|------|--|--------------|
|      |  |              |
|      |  |              |
|      |  |              |
|      |  |              |

**OTHER ACTIVITIES AND QUALIFICATIONS FOR THE DOCTORAL PROGRAM**

A. List scholastic honors received (awards, prizes, honors, scholarships, membership in **academic** honor societies, etc.)

B. List your activities in health, educational, or welfare organizations.

C. List your participation in professional membership organizations.

D. Summarize any other qualifications not given elsewhere.

### **ILLUSTRATIVE WRITINGS**

List publications. Give complete references, including publisher and date. If you have unpublished material, identify it below.

### **PLAN OF STUDY (Check one.)**

- Full time (minimum of twelve semester hours of credit per term).
- Part time (initial study of less than twelve semester hours of credit per term—available only to holders of the Master of Social Work degree).

**PLANS FOR MEETING EXPENSES WHILE YOU ARE STUDYING**

University regulations restrict the amount of outside employment permitted full-time graduate students. Are your present available financial resources adequate to meet your expenses during the period of your doctoral study?  Yes  No

If not, summarize your financial needs and plans in the space below.

Would you like to apply for financial aid from the University of Illinois at Chicago?  Yes  No

**IN CASE OF EMERGENCY, PLEASE CONTACT**

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| Name | Relationship | Telephone |
|------|--------------|-----------|
|------|--------------|-----------|

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS COMPLETE AND CORRECT. I understand that withholding information on this application or giving false information may make me ineligible for admission to the University or subject to dismissal.

Date \_\_\_\_\_

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

## **UIC Nondiscrimination Policy**

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

## **Disability Services Notification**

Concerning disabled students, the University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC programs must be registered with the Disability Resource Center (DRC) Please contact DRC at 312-413-2183 (voice) or 312-413-0123 (TDD).



Jane Addams College of Social Work (MC 309)  
University of Illinois at Chicago  
1040 West Harrison Street  
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