

UT School of Social Work

Doctoral Program Online Application Guide

Application Process: The UT Austin Graduate School administers the online applications for all UT Austin graduate programs. Therefore, to be considered for admission to the Doctoral Program in Social Work, you must apply through the Graduate School. Please be aware that the Graduate School application process is a multistep process that begins with submission of the online application. Within 2 business days after you submit the online application, you will receive an email message from the Graduate School acknowledging that they have received your online application. This email will contain your “UT EID” (which is a unique identifier assigned to you) and a temporary password, as well as a link to the “MyStatus” website. You will complete the rest of the application process on the MyStatus website including paying the application fee, uploading supporting documents, updating/editing your application as needed, and receiving correspondence regarding the status of your application. This document is intended to help you complete the online application. For more information on the full Graduate School application process, go [here](#).

Submission of Supporting Documents: You will not be asked to upload any documents when completing the online application. All supporting documents (i.e., your statement of purpose, writing sample, curriculum vita, letters of recommendation, transcripts) will be uploaded to the MyStatus website, to which you will be given access after you submit the online application. It takes up to 72 hours for the online application form to load to the university’s system and for you to have access to My Status to submit supporting documents. Therefore, you should submit the online application as early as possible to ensure all of your supporting documents can be uploaded before the Doctoral Program in Social Work’s deadline.

Application Fee: The application fee is \$65 for U.S. applicants and \$90 for international applicants. You will be required to pay the application fee before you can submit supporting documents. Please note that application fees are non-refundable. If you pay the fee and later determine you will not be able to complete your application, are deemed ineligible, or you miss a deadline, you will not be able to receive a refund.

Online Application: Applicants must complete the online application available at the [Graduate School website](#) or directly from the [application system](#). The majority of the information requested on the application is requested by the Graduate School from applicants to all graduate programs. In addition, there is a section on the application for you to enter information that is being requested specifically by the Doctoral Program in Social Work. Please read all of the following sections carefully and thoroughly, as they contain a

detailed account of the information you should be prepared to provide when completing the application, as well as special instructions for applicants to the Doctoral Program in Social work.

Online Application Sections and Instructions

Application Selection

In this section, please indicate which semester that you are applying to begin your graduate studies in. The Doctoral Program in Social Work does not admit students in spring or summer. When asked which doctoral program you are applying to, select “Social Work PhD”.

Biographical Information

In this section, you will be asked to provide the following information:

- SSN (optional)
- Full Legal Name
- Nick Name (optional)
- Any other names you have used in the past that may appear on your application materials (e.g., transcripts, test scores).
- Gender (optional)
- Date of Birth
- City/State/Country of Birth
- Country of Citizenship
- Military veteran or dependent status
- Race/ethnicity (optional)
- Country of Residence
- Texas Residency Information (if applicable)
- Federal Income Tax Payer Status

Contact information

In this section, you will be asked to provide the following information:

- Email address
- Preferred phone number
- Permanent address
- Current address

Background Information

In this section, you will be asked to provide the following information:

- Gross Family Income (optional)
- Languages spoken (optional)
- Mother's educational attainment (optional)
- Father's educational attainment (optional)

Educational History

In this section, you will be required to list your high school attended (or whether you completed a GED). You will also be required to report all post-secondary colleges or universities you have previously attended or are presently attending, including for extension, correspondence, study abroad, and distance learning credit. Even if you did not earn a degree at an institution, or the coursework completed is not applicable to the program for which you are applying, you are still required to list the institution. *Failure to list all colleges will be considered an intentional omission and may lead to your application being cancelled, an offer of admission being withdrawn, or forced withdrawal.*

The Graduate School will require transcripts from all colleges/universities you list in the online application. It is your responsibility to request transcripts from these institutions. All transcripts should be submitted by the application deadline. You are strongly encouraged to request transcripts as early as possible to ensure that they are received by the application deadline.

Employment Information

This section asks you to list the name and contact information of your current employer and all previous employers. Provision of this information is optional.

Test Information

This section provides space to report scores on four standardized tests (GRE, GMAT, TOEFL, IELTS). This information is collected to help match any test scores we may receive for your application. You should enter information for any tests you have taken or that you intend to take. Please note that you will still need to send the official scores via the testing service, as self-reported scores will not fulfill official test score requirements.

All applicants: Please be aware that the Doctoral Program in Social Work does not require the GRE. As such, you are not required to report or submit official GRE scores.

International applicants: Although the Graduate School application allows you to list scores on either the TOEFL or the IELTS, *please be aware that the Doctoral Program in Social Work only accepts the TOEFL.*

- GRE: not required
- GMAT: Not applicable.
- TOEFL iBT: Required for international students unless you are from a qualifying country or possess a bachelor's degree from an institution in the U.S. or a qualifying country. See here for the list of qualifying countries. The Doctoral Program in Social Work only accepts the TOEFL to demonstrate adequate knowledge of English.
- IELTS: Not applicable--the Doctoral Program in Social Work does not accept the IELTS to demonstrate adequate knowledge of English.

Letters of Recommendation

You will be asked to enter the full names and contact information for the three persons who will be writing your letters of recommendation. We strongly encourage you to make your requests to these persons as early as possible so that they have ample time to write your letters of recommendation. Your recommenders will receive an email from the Graduate School with an official request for the letter and instructions on how to submit the letter once this online application has been submitted. Therefore, you are strongly encouraged to submit the online application as early as possible. The Doctoral Program in Social Work requires letters of recommendation to be submitted by the application deadline.

Social Work PhD-Specific Questions

This section contains the information being requested specifically by the Doctoral Program in Social Work, as well as instructions for the three additional documents being requested as part of the Doctoral Program Application (statement of purpose, writing sample, curriculum vita). Although you will receive instructions regarding the three additional documents, you will not submit your statement of purpose, writing sample, curriculum vita with this online application form. You will submit these documents via the MyStatus website, to which you will receive access after this online application is submitted. The statement of purpose, writing sample, and curriculum vita must be submitted by the application deadline.

GPA and Statistics Course: All applicants are required to have an upper division undergraduate and graduate GPA of at least 3.0 and to have completed an introductory statistics course at either the undergraduate or graduate level. Please note that research methods courses, lab courses, and other kinds of applied mathematics courses do not fulfill the statistics course requirement. If you are unsure whether a course you have completed meets the statistics course requirement, please email Dr. Yessenia Castro (ycastro@austin.utexas.edu) with the course name, course number, institution where the course was taken, and any other available information about the course so that she may determine whether the course meets our requirement.

The information below is collected to help match the information on your transcripts. Please note that you will still need to send the official transcripts.

GPA information:

- Cumulative undergraduate GPA (on a 4.0 scale)
- Cumulative graduate GPA (on a 4.0 scale)

Statistics Course information:

- Course number and full course title
- Semester and year course was taken
- College/university where course was taken
- Course grade

Potential Faculty Mentors: You will be asked to list up to 3 tenured/tenure-track faculty in the School of Social Work whose research areas of interest align with yours and with whom you would like to train. Note that you will be given the opportunity to explain why you listed these persons as potential mentors in your Statement of Purpose. You are highly encouraged to contact these persons to discuss the prospect of working together prior to submitting this application. The Directory of School of Social Work tenured/tenure-track faculty can be found at: <https://socialwork.utexas.edu/academics/faculty/>. You can view a list of faculty who are accepting students on our website, <https://socialwork.utexas.edu/academics/how-to-apply/phd/>.

Statement of Purpose: The prompt for the statement of purpose for the Doctoral Program in Social Work is as follows:

In an essay of no more than 800-900 words, please address all of the following:

- a) Describe your reasons for wanting to pursue a doctoral degree in social work;

- b) Discuss your short and long-term professional/career goals and explain how doctoral study at the School of Social Work will prepare you to achieve these goals;
- c) Discuss your experiences, qualifications, and/or accomplishments that have prepared you to pursue training in the conduct of social work research;
- d) Describe your research topic area of interest and discuss how your interests align with the expertise of 1 to 3 tenured/tenure track faculty in the School of Social Work with whom you would like to train. (These should be the same three persons you listed in the online application.)

Writing Sample: This application requires a writing sample that is representative of your current critical thinking skills and academic or professional writing skills. You should be the sole or first author of the submitted writing sample. Examples of acceptable writing samples include: a major term paper completed for a course that reviews and synthesizes a body of research; a report of original research or a program evaluation (whether published or unpublished); a policy brief or policy evaluation; a grant application. Examples of unacceptable writing samples include: any report in reference to a client or otherwise written for a clinical setting; an opinion/editorial; a creative work. If you are unsure whether a work you have authored is appropriate to submit as your writing sample, please email Dr. Yessenia Castro (ycastro@austin.utexas.edu) with your question or concern.

Curriculum Vita: The application for the Doctoral Program in Social Work requires a curriculum vita. We cannot accept a resume in place of a curriculum vita. We recommend visiting the [Texas Career Success](#) website for resources on how to write a curriculum vita (including annotated examples).