

**Master of Social Work  
Two-Year & Part-Time Program Application  
Deadline January 16, 2017**

**TWO-YEAR & PART-TIME PROGRAM REQUIREMENTS**

1. Must have completed a Bachelor degree from a regionally accredited institution. Bachelor degrees awarded from technical colleges are not accepted. *The Graduate Record Examination (GRE) is not required.*
2. Must have a minimum of a 2.7 GPA on a 4.0 scale in the major courses. Provisional admission will be granted to applicants falling below a 3.0.
3. Submission of three professional references. References from coworkers, family members, and personal friends will not be considered.
4. Submission of graduate application, narrative statement, résumé (including volunteer, employment and field practicum/internship experience), references, and official transcript (with undergraduate degree posted) by the deadline date, January 16, 2017. Official transcripts from NMHU graduates are not required for Clinical, Bilingual, and Leadership & Administration majors. Applicants for the Dual Degree MSW/MBA must submit official transcripts from every institution attended after high school. Application fee of \$35. (money order) for current NMHU students, and \$50. for non-NMHU graduates payable to NMHU School of Social Work, Box 9000, Las Vegas, New Mexico 87701  
(indicate "MSW application fee" on your subject line). Note: fee is waived for veterans and active duty armed forces. Are you a veteran or active duty? ☐ Yes ☐ No  
**Do not send cash or personal checks.**

**DEMOGRAPHIC INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: ☐ Male ☐ Female

Address: \_\_\_\_\_  
City State Zip Code

If your educational records are in a name other than given above (such as maiden name), please list:

Name: \_\_\_\_\_

In order to protect your privacy, please identify the best way to contact you:

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Ethnicity**

In compliance with the U.S. Department of Education for Title IV federal requirements, please indicate your ethnic origin:

☐ Hispanic or Latino ☐ Non-Hispanic or Latino ☐ No Response

**Race:** Please select one or more that apply:

☐ White ☐ African American/ Black ☐ American Indian or Alaska Native  
☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ No Response

## AREA OF CONCENTRATION

☐ **Clinical Practice** – Fall admission (offered at all sites, check one only)

☐ Las Vegas    ☐ Albuquerque    ☐ Farmington    ☐ Rio Rancho    ☐ Roswell (includes Hobbs & Clovis)

☐ **Bilingual/Bicultural Clinical Practice**

☐ Albuquerque

☐ **Leadership & Administration**

☐ Albuquerque

☐ Santa Fe

☐ **Leadership & Administration Dual Degrees MSW/MBA** – Fall Admission Only. *\*Requires official transcripts from every school attended after high school, including community colleges and transfer institutions.*

For additional information about the program concentrations, curriculum, field practicum requirements, student stipends and other university programs/services, visit our web site. [www.nmhu.edu/socialwork](http://www.nmhu.edu/socialwork)

## EDUCATIONAL HISTORY & RECORDS

Last high school attended: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate?

☐ Yes If so, date of graduation: \_\_\_\_\_

☐ No If no, have you earned a high school equivalency (GED) certificate? ☐ Yes ☐ No

If GED earned, date of issue: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_

List all colleges, universities or other post-secondary schools attended.

Institution	City/State	Dates Attended	Degree or Certificate Earned	Date Degree Conferred or Expected

Undergraduate degree major(s): \_\_\_\_\_

Graduate degree major (if applicable): \_\_\_\_\_

Language(s) spoken (other than English): \_\_\_\_\_

## CITIZENSHIP & RESIDENCY

**U.S. Citizen**   ☐ Yes   ☐ No

**Note:** A member of the U.S. Armed Forces assigned to active duty within the exterior boundaries of New Mexico, or spouse of dependent may claim residency for tuition purposes during the period of active duty assignment within the state. Information concerning documents required to support a claim of residence for tuition purposes on this basis is available in the Office of Admissions. If you are claiming New Mexico residency for in-state tuition classification, you must complete the following section.

**Failure to provide complete information will result in automatic non-resident status.**

Place of Birth: City \_\_\_\_\_ State \_\_\_\_\_

Are you a resident of New Mexico or Colorado?   ☐ Yes   ☐ No   If yes, how long? (years) \_\_\_\_\_

State of legal residence \_\_\_\_\_ County of legal residence \_\_\_\_\_

How long have you been living continuously in the state of New Mexico? \_\_\_\_\_

## INTERNATIONAL STUDENTS ONLY

☐ Foreign (please submit a copy of the passport Form I-94 showing appropriate current student visa status, and refer to the application for International Admission Instructions for further requirements, or send an email to Frances Herrera, International Student Coordinator, at international\_ed@nmhu.edu).

☐ Permanent Resident (an official copy of Form I-551 is required).

Country of Citizenship: \_\_\_\_\_ Where are you currently a resident? \_\_\_\_\_

Your passport has been or will be issued by which country? \_\_\_\_\_

\*If transferring from a U.S. institution, please submit a copy of the passport Form I-94 showing appropriate current student visa status.

Do you hold a current U.S. Visa?   ☐ Yes   ☐ No   If yes, which Visa and when does it expire? \_\_\_\_\_

If you will be coming to NMHU from within the U.S., when did you arrive? \_\_\_\_\_

If you have been studying in the U.S., do you have a current I-20?   ☐ Yes   ☐ No   If yes, from which institution and when does it expire? \_\_\_\_\_

What is your native language(s)? \_\_\_\_\_

By what method do you intend to demonstrate English proficiency? \_\_\_\_\_

Permanent Resident, Asylee, and Refugee must provide copies of documentation.

Non-U.S. citizens: Last school attended before bachelor degree: \_\_\_\_\_

## NARRATIVE STATEMENT

Please respond to the questions below in narrative form (use APA style if citing any sources). Answer each question honestly and fully. Limit your responses to no more than three to four typewritten, double-spaced pages. Make sure that your answers are clearly numbered to correspond with each question.

1. Describe your academic and professional background and life experiences as they relate to your interest in the profession of social work. Include any specific work or volunteer experience you have had in helping other persons. Explain how these experiences have contributed to your decision to pursue graduate study in the profession of social work.
2. Describe any life, volunteer, work, or school experiences that have contributed to your understanding of and desire to work with vulnerable or marginalized groups, ethnic and cultural minorities, and other diverse populations.
3. Discuss your understanding of the social work profession and address how your experience and character will benefit you in becoming an effective social worker. What skills and knowledge do you want to develop through your social work education? What do you currently see as your strengths and limitations?
4. Have you ever been convicted of a felony? If yes, please explain and provide information specifying the sentence or other remedy imposed. (An Authorization for Release Form will need to be completed. This form can be obtained by calling the Social Work Admissions Office at (505) 454-3310, or request by email to [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu). It will only be provided to the applicant upon request).
5. Have you ever received disciplinary action or been suspended from other universities? If yes, please explain.

## APPLICATION CHECKLIST

- ☐ **Narrative Statement** – three to four typewritten, double-spaced pages. .
- ☐ **Résumé/Volunteer and Employment History** - Please include the month and year of volunteer experience and employment and the length of time of your assignment. Provide a brief description of your duties for each. List the three most recent paid employment positions. List field practicum placements in a human service agency. Indicate the type of agency and the clock hours completed. Use additional sheets if necessary. List most recent placement and employment first.
- ☐ **Official Transcripts** – One from each degree-awarding institution. Please request electronic transcripts when possible and request that the educational institution email to: [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu). Otherwise, all transcripts must be mailed directly from the institution to: NMHU School of Social Work, Attn: Lawrence M. Montaña, Admissions & Recruitment, Box 9000, Las Vegas, New Mexico 87701. Note: transcripts submitted to the general NMHU admissions office rather than directly to the School of Social Work may result in a delay in processing your application.
- ☐ **References** – Submission of three professional references. (See detailed instructions in Application Requirements, #4).
- ☐ **Signed Affidavit**

**Please provide the names of three persons who will submit references as part of your application.**

REFERENCE #1: \_\_\_\_\_

REFERENCE #2: \_\_\_\_\_

REFERENCE #3: \_\_\_\_\_

**January 16, 2017** is the priority deadline for submitting application materials. Applications received after the deadline will be considered for admission. However, enrollment priority is granted to applicants that applied on or before the deadline date. If an application is reviewed after the deadline date, the admission term may be deferred to a future term based on availability of courses. All applications are reviewed on a competitive basis based on GPA, human services work/volunteer experience, references, and the quality of the responses to the questions in the narrative statement and client assessment. Once the application is complete and rated, a recommendation for admission or denial is made to the school dean. Applicants will be notified in writing by mail of the final decision.

Applications are not reviewed until **all materials** have been received. It is the responsibility of each applicant to follow-up with staff to assure all application materials have been received and that the application is ready for review. Incomplete applications will not be considered for admission.

## AFFIDAVIT

**PLEASE READ CAREFULLY & SIGN:** (Admission to NMHU is based on each candidate's entire academic record. At no time may a student neglect to report any part of his/her coursework. Every institution attended and every course taken by the applicant beyond the secondary education level must be reported on this application. If complete information is omitted, admission will be denied; if falsified information is submitted, admission will be rescinded.) Through this affidavit the applicant acknowledges that the School seeks candidates into its graduate programs that demonstrate a personal and professional commitment to a career in social work. A candidate acknowledges a commitment to work with multicultural and diverse populations regardless of differences in social class, economic status, gender, sexual orientation, age, physical disabilities, ethnicity and culture.

I certify that the information I have given on this application is true and complete to the best of my knowledge and that I have attended no other institutions than those listed. I understand that I am responsible for forwarding all official school records, together with all other application materials, and that these documents become the property of New Mexico Highlands University and will not be returned, transferred or duplicated for any other purpose. I also understand that if I am accepted to Highlands University, my admission is subject to verification of all official records from the institutions I have attended, including notice of graduation, when appropriate, and is contingent upon satisfactory completion of all course work prior to entering Highlands University. I acknowledge that the application fee is for processing my application and that such fee is nonrefundable.

### WAIVER OF RIGHT OF ACCESS FOR REFERENCE FORMS

Current Federal and State laws require us to make the contents of a student's file available for review, unless the student has waived the right to access. Indicate your choice regarding right to access below. If you waive your right to access, we will keep the information on the reference form confidential. If not, we must make it available to you for review upon request. Reference forms will not be duplicated, scanned, transferred to other institutions, or returned to the student at any time.

☐ I do waive my right of access to review the information contained in this reference form.

☐ I do not waive my right of access to review the information contained in this reference form.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application forms should be mailed to: NMHU School of Social Work, Attn. Lawrence Montano, Box 9000, Las Vegas, NM 87701. \*All applications (including attached documents) must be sent to the main campus and not to center sites.

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, New Mexico Highlands University publishes the graduation/persistence rates of its student body. For specific information on persistence and graduation rates, please contact the Registrar's Office at (505) 454-3233. Information concerning athletes' graduation rates is available from the Athletic Director's Office at (505) 454-3351. Information on campus security programs and statistics is available from the Campus Security Office at (505) 454-3278.

New Mexico Highlands University provides educational and employment opportunities to qualified persons without discriminatory regard to race, sex, disability, age, marital status, religion, color, ethnic and national origin or other non-merit factors. If you are an individual who is in need of auxiliary aids or services in order to participate in our programs, please contact the University at (505) 454-3252 or TTY #454-3003 or in writing to the Registrar's Office, New Mexico Highlands University, Box 9000, Las Vegas, New Mexico 87701. REV: 09/13

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