

**THE FOLLOWING INSTRUCTIONS ARE FOR APPLICANTS TO THE PhD PROGRAM.** The items listed here are required to be submitted online through University of Iowa Graduate Admissions before the School and the University consider an application to be complete. Read through the items listed below before beginning the process.

### **Application and fee, University ID and password**

You will begin by filling out a brief institutional application form and pay a fee. You will then be instructed to set up your University of Iowa Hawk ID and password, then you will have access to your “My UI” (Iowa Student Learning and Information System) where you apply online to the department. To help identify your materials as they are routed for review, you are asked to use your Hawk ID at the top of all future correspondence and on supplemental application documents whenever possible. All applicants begin here as a first-time user:

<https://apply.admissions.uiowa.edu/admissions/login.page>

### **GRE is not required**

#### **1. Transcripts**

You will be required to upload unofficial copies of all transcripts by the Feb. 1<sup>st</sup> deadline. If admitted, you will be required to send official transcripts from all outside educational institutions to the UI Graduate Admissions Office, 107 Calvin Hall, Iowa City IA 52242. University of Iowa students and alumni do **not need to provide official** UI or previously submitted transcripts; they will be provided automatically. You may contact the Graduate Admissions Office directly if you have questions: [gradmail@uiowa.edu](mailto:gradmail@uiowa.edu), 319-335-1525.

### **English Proficiency**

For international applicants, you must have a minimum score of:

- 100 on the TOEFL iBT Total Score; a score of 26 on the speaking portion of the TOEFL is preferred; or
- 7 on the IELTS Overall Band Score, with no IELTS sub-score less than 6.0.; or
- 130 score on the DuoLingo exam
- Waiver eligibility guidelines posted [here](#).

### **PhD Goals and Research Question essays**

The doctoral program in social work at the University of Iowa seeks to develop scholars who will assume academic and leadership positions. Like most PhD programs in social work, we have a strong focus on preparing students to conduct research. We require the following two essays:

**Part I – Goals.** Describe in detail three things you would like to accomplish with a PhD in Social Work from the University of Iowa? Why will this degree serve these goals? (1 page)

**Part II – Research Question.** What is one research question you might pursue in your PhD program? How did you arrive at this research question? Why is it an important question? Which faculty in Social Work would you like to work with to help you develop your thinking, substantive knowledge, and methodological skills in order to address this question and why did you select them? Our program features a Concentration in another discipline (Psychology, Sociology, Education, Public Health), which do you think would be related to your research question and why. (2 pages)

**Optional additional essay:** Provide additional information useful to the admissions committee (e.g., explain inconsistencies in your academic record). (1 page)

### **PhD Departmental Application Form**

Available online in your MyUI admissions portal.

### **Resume or CV**

Highlight research, teaching, and leadership activities, if applicable.

### **Scholarly Writing**

An example of scholarly writing. We prefer a scholarly publication, research paper, or theoretical paper.

### **Recommendation Forms and Letters**

Three recommendations are required from people who are able to evaluate your academic qualifications, recent or current employment, or personal qualifications for entry into graduate school. At least two of the recommendations should be from people who were or who are employed at an academic institution and who can evaluate your academic qualifications. If you have a graduate degree, the selection committee would like a recommendation from a faculty member from your graduate program. The completed recommendation forms for the PhD program with accompanying letters, must be provided by the deadline. You will type in your reference writers' email addresses in your MyUI admissions portal to facilitate this process. Please notify your reference writers that they will receive an email from the Graduate Admissions Office, which will include instructions for completing the form and uploading the letter. It is your responsibility to check the status of your application and follow up with your reference writers to ensure the forms and letters are available by the deadline. If your recommenders express difficulty with the upload, they should be referred to: [gradmail@uiowa.edu](mailto:gradmail@uiowa.edu) 319-335-1525, or [ssw-admissions@uiowa.edu](mailto:ssw-admissions@uiowa.edu).

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### **THE FOLLOWING ADDITIONAL INSTRUCTIONS are for Applicants to the COMBINED MSW/PhD PROGRAM:**

Applicants to the combined program please read all parts of BOTH MSW and PhD Program Admission Policies before beginning the application process: <https://socialwork.uiowa.edu/graduate/admissions>. After reviewing the policies for BOTH programs, you may contact Kate Kemp if you have questions, to discuss your eligibility for the combined MSW/PhD program: [kate-kemp@uiowa.edu](mailto:kate-kemp@uiowa.edu).

Applicants to the combined program complete all parts of both applications online, including recommendations. In some cases, it can be appropriate to have a recommender complete forms for **both programs**. If this is the case, please inform your reference writer to expect more than one request, and that **forms for both programs need to be completed**; in addition, reference letters are required for the PhD recommendations. The same letter may be uploaded with the MSW recommendation, since the files are reviewed by separate committees.

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Admissions committees only review admission files that are completed (including recommendations and transcripts) by **February 1, 2024**. You may check the status of your UI Graduate Admissions application in MyUI.

If you have questions about the application for the PhD or combined MSW/PhD programs, email [ssw-admissions@uiowa.edu](mailto:ssw-admissions@uiowa.edu). For other questions about the PhD program (e.g., funding, faculty strengths, mentors), email the director of the PhD program, Megan Gilster at [megan-gilster@uiowa.edu](mailto:megan-gilster@uiowa.edu).

Thank you for your interest in our programs. We look forward to receiving your application materials.