

**Deadline Dates**

- In order to be considered for admission to the Ph.D. program, applicants who are requesting funding must apply to BOTH the LSU Graduate School and the School of Social Work by February 1st. Although the Graduate School has a later application deadline, the School of Social Work requires that all applicants apply to both by the February 1st date. The Graduate School application can be obtained by visiting their web site at [www.gradlsu.gs.lsu.edu](http://www.gradlsu.gs.lsu.edu) or by calling 225-578-1641. Applications received after March 1<sup>st</sup> will be considered on a space available basis.

**Recommendations**

- The School of Social Work has its own reference forms with a twenty item rating scale that the recommender is asked to use when rating the applicant.
- It should be noted that it is the applicant's responsibility to ensure that all letters of recommendation have been completed and sent to the School of Social Work. Files that are incomplete and are lacking any piece of the admission materials will not be considered.

**Plan of Doctoral Study**

- The School of Social Work has a number of items that need to be addressed in the Plan of Doctoral study. The Graduate School has a section on their application that asks for a program of study/personal statement. Simply attach a copy of your Plan of Doctoral Study. The Graduate School will not read this; they simply forward your paperwork for Social Work to review.

**GRE**

- The GRE general test must be taken and official scores received by the Graduate School in order for an application to be considered. Please keep in mind it may take two to four weeks for official GRE scores to be sent from the testing service to the LSU Graduate School
- The PhD Admissions Committee reviews and considers the Verbal and Quantitative scores of the revised GRE test. Applicants scoring below the 50<sup>th</sup> percentile on either section (a score of approximately 150) are encouraged to re-take the test.

**Status of Application**

- The School of Social Work will notify applicants via email once Social Work has received all application information. Although we will keep applicants updated on the status of the application, applicants who apply near the priority deadline date may not have the opportunity to be notified that documentation is missing.
- The Graduate School has an on-line process for checking the status of Graduate School applications. Please note that the Graduate School and School of Social Work are different. Simply because the Graduate School has documents does not mean that Social Work has documents. It is imperative that the School of Social Work have all documentation for a file to be considered for admission.
- Applicants will be informed via US mail of our admission decision by mid-April.

**International Applicants**

- LSU's International Services is primarily responsible for providing immigration advisory services to international students regarding their educational, financial, immigration, personal and social concerns in relation to their status in the US. International applicants are referred to the LSU's International Services website at <http://www.oip.lsu.edu/iso/> for critical information about admissions, immigration forms and procedures, and preparation for and travel to LSU. Please review the International Services page containing Frequently Asked Questions

## Ph.D. Application

Priority Deadline: February 1st

Applications Received After March 1 reviewed on space available basis

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### **PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Name under which information can be found: \_\_\_\_\_

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

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

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

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Male  Female

Caucasian  African American  Hispanic  Asian American  Native American  Other \_\_\_\_\_

If not a US citizen, please list your country of citizenship: \_\_\_\_\_

### **EDUCATION**

**Undergraduate:**

Name of Institution: \_\_\_\_\_

Degree: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ GPA as Recorded on Transcript: \_\_\_\_\_

**Graduate:**

Name of Institution: \_\_\_\_\_

Degree: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ GPA as Recorded on Transcript: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Degree: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ GPA as Recorded on Transcript: \_\_\_\_\_

### **ENROLLMENT STATUS**

Is this your:  1<sup>st</sup> application  2nd application

If this is not your first time applying, when did you apply? \_\_\_\_\_

Are you transferring from another Ph.D. Program?  Yes  No

If yes, Name of Institution: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Have you ever enrolled in another Ph.D. Program which you did not complete?  Yes  No

This is a full-time program and preference will be given to full-time applicants. Do you plan to complete your doctoral education as a full-time student?  Yes  No If no, give a projected time frame in which you anticipate completing your studies.





## Plan of Doctoral Study Instructions

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The Doctoral Admissions Committee considers your **Plan of Doctoral Study** to be a major part of your application. All members of the Doctoral Admissions Committee will independently read your application, **Plan of Doctoral Study**, Letters of Recommendation, and other admissions materials. Although factors such as grade point average, GRE score, and work and volunteer experiences are important; who you are and why you want to enroll in a doctoral program are of particular interest to program faculty.

Instructions: Please respond to the questions listed in the four broad areas below. The length of your plan should be approximately 4-6, double-spaced, typed pages (about 2,000-2,500 words). Your name should appear in the upper right hand corner of each page. Do not use report covers or folders.

- 1) Describe your career goals in social work and how a Ph.D. in social work will further those goals. Please state whether you plan to enroll on a part-time or full-time basis. If you plan to enroll full time, please clarify whether you hope to receive funding from the School and whether you plan to work part or full time while enrolled. Describe any relevant financial supports in place to assist you.
- 2) What are your areas of interest and your ideas for research? If you have plans for dissertation research, please describe them. Identify any faculty members that share your area of interest(s). Faculty information can be obtained at [www.socialwork.lsu.edu](http://www.socialwork.lsu.edu).
- 3) What are your professional/scholarly areas for improvement, as you perceive them? Please describe your professional/scholarly strengths and abilities that you think will serve you well as a doctoral student.
- 4) Please supply the Admissions Committee with one sample of your professional/scholarly writing that best illustrates your capacity for analytic and critical thinking. The sample may include a paper previously written as an undergraduate or graduate student. Briefly describe in your **Plan of Doctoral Study** why your selection of writing is representative of your capacity for analytic and critical thinking.

## Ph.D. Recommendation Form

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**Applicant Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_  
**Name of Recommender:** \_\_\_\_\_

**Instructions to Applicant:** This form should be given to individuals who can attest to your ability, potential and readiness for graduate education and professional social work practice. Two (2) recommendations must be Academic References and the remaining recommendation should be a Work/Volunteer Reference. If two are not academic and one is not work/volunteer, please include a statement with your application explaining the reason for the substitution. The recommendation forms must be mailed to the School of Social Work by the recommenders listed below. Additional recommendations will not be accepted.

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation. Please check the appropriate box and sign below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the LSU School of Social Work. Failing to check the appropriate box will automatically waive your access to view this recommendation.

I hereby waive my right of access to this reference. \_\_\_\_\_  
Signature Date

I DO NOT waive my right of access to this reference. \_\_\_\_\_  
Signature Date

**Instructions to Recommender:** We appreciate your willingness to serve as a reference for the person applying to our Ph.D. Social Work program. The LSU School of Social Work is seeking individuals who possess the personal qualifications essential to professional social work practice and the academic credentials to successfully fulfill the scholastic requirements while coping with the demands of graduate education. After you have completed this form, enclose it along with any other separate letter. Seal it, sign across the seal, and return it to the applicant or mail it directly to the LSU School of Social Work

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

**Title or Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

In what capacity have you known the applicant?  Work  Volunteer  Student

How long have you known the applicant? \_\_\_\_\_

Please fax, mail, or scan and Email the completed form to: LSU School of Social Work

Ph.D. Admissions Committee  
311 Huey P. Long Fieldhouse  
Baton Rouge, LA 70803  
Fax: 225-578-1357

**It is strongly suggested that recommenders provide a letter of support on university or agency letterhead in addition to completing the rating scale below. The letter is very helpful for a complete evaluation of the applicant.**

- How would you describe the applicant’s strengths and deficits in terms of knowledge, attitudes and skills?
- How would the applicant’s assets and deficits aid or hinder him or her in conducting rigorous social work research?
- If you are providing a work/volunteer recommendation, please give a brief description of the applicant’s work/volunteer duties. Please provide applicant’s start/end dates and the hours per week worked/volunteered.
- If you are providing an academic recommendation, please give a brief description of the applicant’s academic performance in the classroom
- If you are providing an academic recommendation, please clarify whether the primary basis for your assessment is a result of on-line or off-line (person-to-person) interaction. If you were an on-line instructor, please specify the extent to which you engaged in person-to-person interaction with the applicant and the reasons for that interaction.

Please rate the applicant in each of the following categories by circling the appropriate number.

	Below Average			Average			Above Average			Cannot Rate
Knowledge	1	2	3	4	5	6	7	8	9	0
Intelligence	1	2	3	4	5	6	7	8	9	0
Academic Abilities	1	2	3	4	5	6	7	8	9	0
Capacity for Critical Thinking	1	2	3	4	5	6	7	8	9	0
Capacity for Analytical Thinking	1	2	3	4	5	6	7	8	9	0
Carries Out Assignments	1	2	3	4	5	6	7	8	9	0
Social Awareness	1	2	3	4	5	6	7	8	9	0
Professional Commitment	1	2	3	4	5	6	7	8	9	0
Maturity	1	2	3	4	5	6	7	8	9	0
Stability	1	2	3	4	5	6	7	8	9	0
Motivation	1	2	3	4	5	6	7	8	9	0
Initiative	1	2	3	4	5	6	7	8	9	0
Leadership	1	2	3	4	5	6	7	8	9	0
Interpersonal Skills	1	2	3	4	5	6	7	8	9	0
Openness	1	2	3	4	5	6	7	8	9	0
Empathy	1	2	3	4	5	6	7	8	9	0
Judgment	1	2	3	4	5	6	7	8	9	0
Communication Skills	1	2	3	4	5	6	7	8	9	0
Creativity	1	2	3	4	5	6	7	8	9	0
Resourcefulness	1	2	3	4	5	6	7	8	9	0
Integrity	1	2	3	4	5	6	7	8	9	0
Adherence to Professional Ethics	1	2	3	4	5	6	7	8	9	0
Potential to Succeed in a PhD Program	1	2	3	4	5	6	7	8	9	0
Collegiality	1	2	3	4	5	6	7	8	9	0

In rating the applicant, who is your basis of comparison?     Other students     Other employees  
 Other volunteers     Other Majors in \_\_\_\_\_

**What is your overall recommendation of the candidate?**  
 Not Recommended     Recommended with Reservations  
 Recommended     Highly Recommended

If you have *not recommended the applicant* or *recommended the applicant with reservations*, please give a brief explanation

## Checklist for Admission Procedures

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### **Documents to be sent to the GRADUATE SCHOOL:**

- \_\_\_\_\_ **Online** Graduate School Application (Obtained from the Graduate School or online at [www.gradlsu.lsu.edu](http://www.gradlsu.lsu.edu))
- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ One (1) Official Transcript from each university you attended
- \_\_\_\_\_ Official GRE Scores

### **Information to be sent to SOCIAL WORK:**

- \_\_\_\_\_ Social Work Application
  - \_\_\_\_\_ Current Resume or CV
  - \_\_\_\_\_ Plan of Doctoral Study
  - \_\_\_\_\_ THREE (3) Recommendation Forms sent on your behalf
  - \_\_\_\_\_ One (1) Official Transcript from each university you attended
  - \_\_\_\_\_ One (1) sample of professional/scholarly writing
- DO keep in contact with your recommenders to make sure they have sent the recommendation form on your behalf. It is your responsibility to insure that your recommenders complete the form and get it to the School of Social Work by the deadline. A missing letter will result in an incomplete application.
  - DO send in your application materials as soon as possible. DO pay attention to where you are mailing your application materials. The School of Social Work and the Graduate School are two separate departments.
  - DO NOT send fees or official GRE scores to the School of Social Work
  - DO make sure you include enough postage on your application materials. The School of Social Work will not pay for packages where postage is due.

LSU Graduate School  
Admissions Office  
David Boyd Hall  
Baton Rouge, LA 70803  
225-578-1641

LSU School of Social Work  
Office of Student Services  
311 Huey P. Long Fieldhouse  
Baton Rouge, LA 70803  
225-578-5875/1-800-848-7111 Fax 225/578/1357