



SCHOOL OF

Social Work

A&M-COMMERCE

FAQ's MSW Admission Process

1. *What is the admission process for the MSW program?*
 - a. The online application https://www.applytexas.org/adappc/gen/c_start.WBX is automatically sent to the Graduate School who will receive within 72 hours. This and your official transcript are the **ONLY** items that you will send to the Graduate School!
 - b. On Thursdays, the applications submitted to the Graduate School are received in the School of Social Work office at which time the MSW Admissions Coordinator emails the introductory email to student including the MSW Admission Packet with deadlines.
 - c. As admission materials are received in the Social Work office, the SWK Coordinator emails the student with a complete list of items received as well as items still outstanding.
 - d. Once the admission file is complete, the MSW Coordinator emails the student confirmation their file has been submitted to the Admissions Committee for review and a final decision.
 - e. When the Admissions Committee has reached their decision, the MSW Admissions Coordinator emails the student their admission status and the mandatory MSW online orientation. The Admissions Coordinator also notifies the Graduate School to update the student's admission status so financial aid loans can be processed; however, student registration is not permitted until after orientation. The only exception to this procedure is if the student is a graduating senior from another university. In that case, the student has to graduate before the Graduate School is notified to update the admission status, but orientation completion is still required and can be done prior to graduation.
 - f. Once the student has completed the MSW online orientation, and their admission status has been verified by the MSW Admissions Coordinator, the student receives the registration email with instructions on submitting the permit request.



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FAQ's MSW Admission Process continued

2. *How long does the admissions process take?*
It depends on how long it takes for all necessary admission materials to be submitted. Once a student's file is complete, sent to Admissions Committee (active Social Work professors), it can take up to two weeks for the Committee to reach a decision.
3. *Should I send my admission materials to the School of Social Work or to the Graduate School?*
ALL admission materials must be sent to the School of Social Work for processing and review. Email admission documents to: MSWAdmissions@tamuc.edu or mail originals to TAMUC, School of Social Work, MSW Admissions, P.O. Box 3011, Commerce, TX 754219-3011.

If the admission materials are uploaded through myLeo, they go directly to Graduate School, not Social Work. Therefore, the Social Work office will still show you are missing materials!

4. *I've submitted all of my admission materials but nothing is shown as received on MyLeo. Why?*

Admission materials are kept in the School of Social Work until a final decision has been made by the Admissions Committee. At that time, all admission materials are sent to the Graduate School for posting to MyLeo Portal.

5. *If my file is complete and I've been accepted into the MSW program but I've decided to postpone my admission, do I have to reapply to the program?*

No. Your file will remain active for one calendar year; however, if you wait over one year, you will need to reapply to the Graduate School thru Apply Texas. If you've already paid your application fee, however, you don't have to pay again.

You'll also need to provide new current references, new professional narrative, an updated resume and updated forms will be required.

6. *If I haven't paid my application fee yet, can I still register after I've been accepted to the MSW Program and attended orientation?*

No. The Graduate School will not update your admission status until the application fee has been paid and until your admission status has been updated; you are not officially admitted to the MSW program so therefore you cannot register.