



THE UNIVERSITY OF  
**SYDNEY**

## **Master of Social Work (Qualifying) Application Information Sheet and Supporting Documentation Checklist 2018**

Thank you very much for considering further studies in the Master of Social Work (Qualifying) program. The document will help you (a) understand the application process for the Master of Social Work (Qualifying), as it is different to the application process of other programs, and (b) check that you have all the necessary documents for your MSW(Q) application.

### **The Application Process**

Step 1. Make sure you download the (a) 2018 Supplementary Form and (b) the 2018 Referee Report from the University of Sydney [Application Supplements website](#), before applications open on 25 August 2017 at 10.00am. Please send the referee report to your referee/s immediately, as s/he may need some time to complete it and send it back to us directly.

Step 2. Have the following documents scanned and ready for uploading as a PDF, JPEG or any standard medium. There is no need to have these certified. You will need at least the following:

- a) Driver's Licence, or any photo ID
- b) Passport, Birth Certificate or Citizenship Documents
- c) Tertiary studies academic transcripts (not necessary for USyd alumni)
- d) Employment Records or any letter or statement from your employer/s that supports your employment history
- e) Curriculum Vitae (CV) or personal resume

Step 3. Once you have completed the 2018 Supplementary Form and your personal statement, begin your application [for the Master of Social Work \(Qualifying\)](#).

Step 4. Complete the online form in Sydney Student and upload the documents. Please note that the system might recommend that you upload other items, but the five items above (plus your Supplementary Form) are considered enough. If your referee gave you the referee report, you may upload that too.

Step 5. Wait for the assessment. The assessment results should be released by late November.

If your application is successful, you will be contacted by email, and your email address will be included in a mailing system that will assist you in accepting your offer via Sydney Student. If your application is unsuccessful, you will be informed by email as well.

All applications, including supplementary documentation, must be uploaded and completed by **Friday, 27 October 2017, 4:00pm AEST**. Only completed applications will be assessed. Complete applications received after this time will only be considered if spots are still available. No guarantees will be given for applications received after 27 October.

## Checklist of Supporting Documentation

- Completed Master of Social Work (Qualifying) supplementary form (available from supplementary forms website) (<http://sydney.edu.au/study/admissions/apply/how-to-apply.html#supplementary>).
- Referee report/s – at least one (1) for domestic applicants and at least three (3) for international applicants (available from supplementary forms website) (<http://sydney.edu.au/study/admissions/apply/how-to-apply.html#supplementary>). Please note that some referees may be contacted to clarify the information in your application.  
*To be completed by nominated referee(s).*
- Curriculum Vitae (CV), preferably not longer than 4 pages.
- Scanned copy of all relevant undergraduate academic transcripts (not applicable if tertiary study was completed at the University of Sydney).
- Statement of employment and/or voluntary service in human and community services for at least **three (3) full time years** (or equivalent) **within the past eight (8) years**.  
*To be completed by employer and/or volunteer organisation.*
- Two (2) forms of **photo** identification, one of which must be a birth certificate or passport or any evidence of citizenship or permanent residency.
- Results of an English language proficiency test, conducted within the last two years, if the majority of applicant's undergraduate study was completed in a country where English is not the first language.

### Regarding Recognition of Prior Learning (RPL)

In the online application, applicants for other degrees will have the capacity to apply for RPL. However, as MSWQ students have to submit a portfolio as part of the RPL process (in accordance to AASW guidelines), you will need to apply for RPL some other time.

This will be discussed in greater detail during the orientation.

Failure to submit the required documents listed above before the published cut-off dates will result in the application being delayed or rejected.

If you need further assistance, please contact:

**Admissions Office**  
**Level 4, Jane Foss Russell Building, G02**  
**The University of Sydney**  
**NSW 2006 AUSTRALIA**

**Telephone:** 1800 SYD UNI (1800 793 864) (in Australia)  
+612 8627 1444 (outside Australia)

**Email:** Domestic student: [domestic.admissions@sydney.edu.au](mailto:domestic.admissions@sydney.edu.au)  
International student: [international.admissions@sydney.edu.au](mailto:international.admissions@sydney.edu.au)