

seeking admission as transfer students are required to submit the following additional materials:

- ▶ A brief written statement describing why they are requesting a transfer
- ▶ A copy of their practicum/field work evaluation(s), if applicable;
- ▶ One of the recommendations must be from the applicant's current/former faculty advisor and must address the applicant's academic standing in the program.

Under certain circumstances, a student may upon request receive a maximum of 6 transfer (elective) credits for a course in which a grade of "A" or "B" was earned in another discipline, within four years prior to enrollment here; each course will be individually assessed for social work relevancy. Official determination of allowable credit for work completed elsewhere will be made at the time of admission, but an unofficial evaluation is available on request. No credit will be allowed after the student's initial registration at the School.

A course that is considered to have content equivalent to the required course, but has only 2 credits, may be accepted for transfer. The student will be exempt from taking that course, but must take the additional credit in the specific sequence. Students transferring courses from a quarterly system must also make up the difference in credits.

Any student registered in the program who wants to take a course at another university and transfer credit toward the University of Maryland's Master of Social Work degree (i.e., a summer course) must receive approval from the associate dean for the master's program in advance. This transfer course is handled by the Office of the Associate Dean for Administration.

APPLICANTS WITH INTERNATIONAL CREDENTIALS

An applicant with international educational credentials must provide the Office of Admissions with a document that translates the credentials into English, evaluates the degree for equivalency to degrees awarded in the United States, and provides information to enable the interpretation of grades. Respected sources for the required documentation include:

World Education Services

P.O. Box 745, Old Chelsea Station
New York, NY 10113-0745
212-966-6311
800-937-3895
info@wes.org

The Knowledge Company

13022 Monroe Manor Drive, First Floor
Herndon, VA 20171
<http://www.knowledgecompany.com>

Educational Credential Evaluators

P.O. Box 514070
Milwaukee, WI 53203-3470
414-289-3400

414-289-3411 fax
eval@ece.org
www.ece.org

Evaluating international credentials can take up to two months. International applicants for fall 2013 must submit credentials for evaluation and take the TOEFL (Test of English as a Foreign Language) in time to have the results reach us by the March 2, 2013, deadline.

An applicant with international educational credentials in social work may also provide the Office of Admissions an equivalency determination document from:

Foreign Equivalency Determination Service

Council on Social Work Education
1600 Duke St.
Alexandria, VA 22314-3457
703-683-8080
www.cswe.org

English Proficiency

To demonstrate English proficiency, a minimum TOEFL score of 550/213 is required of applicants for whom English is not their native language. TOEFL scores must be sent directly from the Educational Testing Service to the School. At the discretion of the assistant dean for admissions, the TOEFL requirement may be waived for applicants who have earned acceptable grades from another U.S. college or university. For more information about the TOEFL exam, contact:

Educational Testing Service

Rosedale Road
Princeton, NJ 08541
609-921-9000
www.toefl.org
Institution code: 5848
Department code: 95

OFFERS AND RESERVATIONS OF ADMISSION

The School strives to officially notify all applicants of the Admissions Committee's decision by U.S. mail within six to eight weeks of the submission of a complete application packet.

To reserve your space in class, we must receive your confirmation and a \$300 nonrefundable tuition deposit by the deadline indicated in your offer-of-admission letter. Applicants must respond to a written offer of admission for a specific semester. To accept or decline the offer of admission, applicants must notify the Office of Admissions online or in writing. Failure to do so may result in the cancellation of admission.

Admitted students may not change from full-time to part-time status, or vice versa, without the approval of the assistant dean for admissions. Once the incoming class has been admitted, applicants who desire a change in status may be wait-listed. Provided that the confirmation deposit has been paid, a request for a change in status does not jeopardize the original offer

of admission; however, no guarantees can be made as to availability.

Offers of admission to currently enrolled undergraduates are made pending receipt of final transcripts showing the award of a bachelor's degree. All official awards of Advanced Standing are made pending receipt of the final transcript showing the award of the bachelor's of social work degree, continued recommendation of the undergraduate program, and evidence that all other criteria have been met.

Accommodations for Students With Disabilities

If you would like to request classroom and/or field accommodations for a disability, please contact the University's Office of Educational Support and Disability Services at 410-706-5889 for additional information. The process will be explained and required documentation will be specified. Accommodations will not be made retroactively. More information is available at www.umaryland.edu/disabilityservices.

Nondiscrimination Policy

The University of Maryland, Baltimore does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, physical or mental disability, marital status, veteran's status or age in its programs and activities.

ACCREDITATION

The University of Maryland, Baltimore is accredited by the Middle States Association of Colleges and Schools.

Both the baccalaureate program (offered at the University of Maryland, Baltimore County campus) and Master of Social Work program (offered at the School of Social Work, University of Maryland, Baltimore) are accredited by the Council on Social Work Education, the authorized professional accrediting body for social work in the United States.

The University of Maryland School of Social Work frequently photographs and/or videotapes classroom activities, lectures, public events, and other School-related activities for possible use in future media outlets such as School and University publications, videotapes, etc. The School and University reserve the right to use such images in School- or University-related publications, videos, etc.



UNIVERSITY *of* MARYLAND
SCHOOL OF SOCIAL WORK

Office of Admissions
525 W. Redwood St.
Baltimore, MD 21201
410-706-7922
info@ssw.umaryland.edu
www.ssw.umaryland.edu