



Admission Requirements for the M.S.W. Program

Please note: Track A (2 Year Full-Time Program) will be offered in day classes only, Track B (3 Year Extended Program) will be offered in evening classes only, and Track C (1 Year Advanced Standing Program) will be offered in evening classes only.

Students may not change Tracks or schedules while in the program; students accepted for Track A must remain in day classes, and students accepted for Tracks B and C must remain in evening classes. There are no exceptions.

Tracks A and B – 2-Year Full Time and 3-Year Extended Programs

- Hold a Bachelor's degree from an accredited college or university, including 45 liberal arts credits;
- Have attained a minimum undergraduate grade point average of 3.0;
- Submit an application to the program, including a personal statement related to the student's career goals and preparation for this program, and three letters of recommendation addressing applicant's suitability for the social work profession and preparedness to enter a rigorous academic program—at least two of which should be from college faculty and/or professionals in fields related to social work;
- Interview with a member of the graduate faculty may be required. (An interview does not ensure admission into the Program.)

Track C – Advanced Standing Program

In addition to the above:

- Have completed a bachelor's degree with a social work major from a social work program accredited by the Council on Social Work Education;
- Have attained a minimum 3.2 cumulative index in the major;
- Include, among the three recommendations, one from the Faculty Advisor in the baccalaureate social work program, or from the Program Director.
- Applicants for Advanced Standing must provide course descriptions for courses in their undergraduate Social Work major; the Social Work Graduate Advisor will determine exemption from courses in the Year One curriculum.

No credit is offered for life experience in any track.

No transfer credits from other M.S.W. programs will be accepted, with the exception of the 3-credit elective course, if approved by the Social Work Graduate Advisor.



**APPLICATION FOR FALL 2009 ADMISSION TO
THE MASTER OF SOCIAL WORK DEGREE PROGRAM**

Note: Lehman College does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status. APPLICATION DEADLINE IS APRIL 1, 2009. Applicants for ADVANCED STANDING are strongly encouraged to submit their applications by MARCH 2, 2009.

Please select one of the following:

- | | | |
|---|---|--|
| <input type="checkbox"/> Track A -2 Year Full-Time Program
<i>Offered as day classes only</i> | <input type="checkbox"/> Track B -3 Year Extended Program
(Track B students complete the first year curriculum in two years and take the second year on a full-time basis.)
<i>Offered as evening classes only</i> | <input type="checkbox"/> Track C -Advanced Standing Program
(Open only to applicants with a Bachelor's degree from a Social Work Program that is accredited by the Council on Social Work Education)
<i>Offered as evening classes only</i> |
|---|---|--|

Note: Once accepted into a Track, students cannot change to a different Track or a different schedule of class times.

Part A - Personal Information

Social Security Number: _ _ - _ - _		Date of Birth: _____/_____/_____ Month/Day/Year		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last Name:		First Name:		Middle Name:	
Mailing Address:		Apt.:			
City:		State:		Zip Code:	
Daytime Telephone Number: () -		Evening Telephone Number: () -		E-mail Address:	
*Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			*Immigration Status:		
Country of Birth			U.S. Permanent Resident		
*Country of Citizenship			Alien Registration (I-551) Card #		
			<input type="checkbox"/> Other _____ Specify Type of Visa		

**Proof of immigrant or naturalized citizenship status must be shown in the Graduate Admissions Office when submitting this application. Copies of official documents are not accepted.*

Important Note for All Students: To be eligible for New York State resident tuition rates, you must prove that you have been a New York State resident and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. The information requested will be used to determine if you qualify for the New York State resident rate. **A failure to answer these questions will require you to complete the City University Residency Form.**

Where were you and each of your parents born? Check one in each column	You	Mother	Father
Born in the United States, excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born in Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born outside of the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Country you most identify with: _____

What language(s), other than English, do you speak? _____

Have you been a New York State resident for the past 12 months? Yes No

If yes, please give the month and year New York State residency began _____

Did you file a New York City/State resident income tax return during the past twelve months? Yes No

Did you file a federal income tax return during the past twelve months? Yes No

List below all your addresses *during the past five years*, starting from your *current* address and working backwards: (Attach a separate sheet of paper if necessary).

FROM	TO	COMPLETE ADDRESS
_____/_____ Month Year	_____/_____ Month Year	_____ _____ City State Zip Code
_____/_____ Month Year	_____/_____ Month Year	_____ _____ City State Zip Code
_____/_____ Month Year	_____/_____ Month Year	_____ _____ City State Zip Code

F-1 Student Visa Candidates:

Please provide contact information for the individual who will act on your behalf if you are not currently in the United States. This person will receive information about your admissions status.

Last Name:	First Name:	Mailing Address:	Apt.:
City:	State:	Zip Code:	Telephone Number: () -

Part B - Educational Background: This includes all undergraduate, graduate and non-degree coursework.

Applicants who have completed any degree or coursework at Lehman College after 1993 do not need to request a transcript from Lehman. All transcripts must be official.

Undergraduate College or University	Dates of Attendance	Major	Degree (If Applicable)	Date Conferred

Graduate or Professional Studies	Dates of Attendance	Major	Degree (If Applicable)	Date Conferred

Part C - Personal Statement and Career Objective Essay for all Applicants. *Please attach a resume to your personal statement.*

Submit a typewritten statement describing as specifically as possible your professional and academic interests, accomplishments, and goals. This statement is important in helping the Admissions Committee understand your reasons for applying and your interest in a career in social work. Your essay should address each of the following questions in order (please number answers) and should not exceed five (5) pages, double-spaced, 12 pt. font.

1. What life experiences contributed to your decision to pursue graduate social work education at this time? Discuss your career goals.
2. Discuss your personal characteristics and values as they relate to your interest in Social Work.
3. What strengths do you bring with you? What areas of difficulty do you anticipate?
4. Discuss a social issue that is of concern to you, and what you see as the role of the social work profession in responding to it.
5. If there is anything additional that you would like to share with the Admissions Committee that would help the members of the Committee better understand your application and your undergraduate record, please discuss it here.

For Advanced Standing Applicants Only

In addition to the personal statement and career objective essay above, all advanced standing applicants must answer the questions below using a practice example from their work at their undergraduate field placement, or their work in a social service organization if more recent. This must illustrate practice with a client system (an individual, family, group, community, or organization). **The practice example must be specific.** Ensure that client confidentiality is protected by not identifying persons or agencies by name. The answers together should not exceed five (5) pages, double-spaced, 12pt. font.

Please include:

1. *Brief* description of the agency's function and services.
2. Identifying data about the client system, including a summary of initial concerns.
3. An assessment of your client system, including the knowledge that impacted on your understanding of the situation.
4. Your practice interventions, including the skills and values that guided your work.
5. Identify any ethical dilemmas you may have experienced in working with this client system and how you resolved them.
6. Based on your involvement with this situation, discuss what actions you took, or might have taken, to promote change on a larger system level to enhance social and economic justice.

Part D - Field Education: The program places students in social work agencies for fieldwork

Fieldwork Requirements

Track A - 2 year Fulltime students must complete 600 fieldwork hours in each academic year (September through May)

Track B - 3 year Extended students must complete 600 fieldwork hours in each of their Second and Third years in the Program

Track C - Advanced Standing students must complete 600 fieldwork hours in their one year in the Program.

1. Fieldwork begins in September and continues through mid-May.
2. All students complete 21 hours of fieldwork in 3 days per week.
3. At a minimum, students must have 2 full days during the Monday through Friday work week that they are available for fieldwork between the hours of 8:00 a.m. and 8:00 p.m. There are a small number of field placements that have some weekend hours.
4. The Program does not guarantee any student a placement that includes weekend hours.

Work-Study Policies and Procedures

Some students request work-study placements with the intention of meeting their field instruction requirement at the agency where they are employed. In order to be approved for a work-study placement, the following criteria must be met:

1. Students must have been employed by the agency for at least six months prior to beginning the social work program.
2. Students must have assignments during the 21 field placement hours each week that are different than their usual work responsibilities. These assignments must be in a unit or department different from their current one.
3. The Field Instructor must be a qualified M.S.W., with three years post-M.S.W. experience. This Field Instructor must be different from the student's usual supervisor. The prospective Field Instructor must have completed or be willing to take the one-year Seminar in Field Instruction (SIFI), which is given simultaneously with the student's field placement. The SIFI at Lehman College begins in September and ends in May.
4. Work-study placements must be approved by the agency and the Lehman College MSW program by July 31, 2009.

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Students in Tracks A and B are expected to do fieldwork in a different agency during their second year of fieldwork. This may be waived if an agency is able and willing to accommodate required changes in student assignments and field instruction.

The Director of Field Education, in consultation with the Graduate Committee, determines whether a work-study plan is educationally sound and may deny the student's request for both the first and the second year. If this work-study placement is not acceptable, the Program will provide the student with an alternative, educationally-sound, unpaid field placement.

If you intend to apply for work-study field placement, please complete the following:

Name of field placement agency: _____ Address of agency: _____

Contact person in your agency: _____ Position of contact person: _____

E-mail address of contact person: _____

Note: Your agency will not be contacted without your approval.

Part E - Recommendation Letters

You will need three letters of recommendation, at least two of which should be from college faculty and/or professionals in fields related to social work. Advanced standing applicants are advised to submit one letter of recommendation from their undergraduate Faculty Advisor, or from the Program Director. In addition, one letter of recommendation should come from a Fieldwork Instructor. These will count as two of the three required references.

Recommenders should be able to attest to your capacity for graduate studies in the Lehman College M.S.W. Program. Recommenders should complete the attached recommendation form and mail it directly to the Office of Graduate Admissions. Please complete and sign Part A of the recommendation forms before giving them to recommenders.

Name	Organization Name & Address	Title & Relationship to Applicant
Recommender #1		
Recommender #2		
Recommender #3		

Part F - Statement of Agreement

1. I hereby certify that the statements made in this application are true and complete.
2. I understand that any omissions or misstatement of mine in this application, whenever discovered, may result in the voiding of my admission or registration, the receipt of no credit from Lehman College, and any other consequences under CUNY policy.
3. I understand that all applications and supporting documents received by Lehman College become the property of Lehman College and cannot be returned or sent elsewhere.
4. I understand that, in accordance with College policy, the application fee cannot be waived or refunded.
5. I understand that the submission of the application and supporting documents does not guarantee admission to the M.S.W. program at Lehman College.
6. I understand that once accepted into a Track, I cannot change to a different Track or a different schedule of class times for any course.
7. I understand the Fieldwork requirements as outlined in Part D of this Application.
8. I understand that the deliberations of the Admissions Committee are confidential and reason(s) for denial of admission will not be shared with me.

Applications must be signed and dated to be complete.

Signature: _____ Date: _____



M.S.W. RECOMMENDATION FORM

PART A: TO THE APPLICANT

Sign the appropriate authorization below, and mail this form to the person from whom you are requesting a letter of recommendation.
(PLEASE PRINT.)

Full Name _____ Check if applying for Advanced Standing

****RIGHT TO ACCESS: PUBLIC LAW 93-380, THE EDUCATIONAL AMENDMENTS ACT OF 1974, GRANTS STUDENTS THE RIGHT TO ACCESS LETTERS OF RECOMMENDATION. IF THE APPLICANT WAIVES THE RIGHT OF ACCESS, LETTERS OF RECOMMENDATION WILL BE CONSIDERED CONFIDENTIAL BY LEHMAN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK AND WILL NOT BE AVAILABLE TO THE STUDENT.****

I agree that the recommendation I am requesting shall be held in confidence by officials of Lehman College and hereby waive any rights I may have to examine it. Yes No

Signature of Applicant _____ Date _____

Tel. Number of Applicant _____ E-mail Address of Applicant _____

PART B: TO BE COMPLETED BY THE RECOMMENDER

GUIDELINES FOR PERSON WRITING RECOMMENDATION FOR STUDENT

The Lehman College MSW Program has an advanced integrated curriculum that prepares social workers for leadership positions in social service agencies in urban communities. The above-named applicant is applying for admission to this Program. Your letter of recommendation is important to the Admissions Committee in making an informed decision about the applicant. Please give a candid assessment in answering the questions below. After completing the recommendation, please sign your name across the seal of the envelope provided by the applicant, and return it to the applicant.

*Please note that if the applicant has checked that he/she is applying for admission to the Advanced Standing Program, he/she must have graduated from a baccalaureate Social Work Program that is accredited by the Council on Social Work Education. Advanced standing will enable the applicant to complete the MSW requirements in less than two years.

In a narrative letter of recommendation please include the following: (Please attach an additional page.)

1. How long and in what capacity have you known the applicant?
2. What do you consider the applicant's unique qualities that impact on his/her ability to become a master's level social worker? Include strengths and areas for further growth.
3. Comment on the applicant's ability to work with diverse populations.
4. Evaluate the applicant's interest in and capacity for leadership positions in social service agencies.
5. Assess the applicant's preparedness to enter a rigorous academic program, including the ability for critical and logical thinking, written and oral communication skills, and analytic skills.

RECOMMENDATION FOR TWO-YEAR PROGRAM OR THREE-YEAR EXTENDED PROGRAM:

- _____ I strongly recommend this applicant.
- _____ I recommend this applicant.
- _____ I recommend this applicant with some reservation.
- _____ I do not recommend this applicant.

RECOMMENDATION FOR ONE-YEAR ADVANCED STANDING (SEE ABOVE*):

- _____ I strongly recommend this applicant.
- _____ I recommend this applicant.
- _____ I recommend this applicant with some reservation.
- _____ I do not recommend this applicant.

Print Name _____
Recommender's Signature _____
Organization _____
Telephone _____
Relationship to the Applicant _____

Title _____
Date _____
Address _____
E-mail Address _____

Please place form and letter in envelope, seal it, sign your name across the seal, and mail to:



**LEHMAN
COLLEGE**
M.S.W. Programs of Study

Three tracks will be offered:

Track A: 2-year Full-time (65 credits)

Offered in day classes only.

YEAR ONE

Fall Semester	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 611: Generalist Social Work Practice I	3	SWK 612: Generalist Social Work Practice II	3
SWK 605: Human Behavior and the Social Environment	3	SWK 606: Human Diversity and the Social Environment	3
SWK 639: Social Welfare Institutions and Programs	3	SWK 643: Social Welfare Policy Analysis	3
*SWK 671: Fieldwork and Seminar I	5	SWK 646: Social Work Research I	3
		*SWK 672: Fieldwork and Seminar II	5

YEAR TWO

Fall Semester	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 713: Advanced Social Practice in the Urban Environment I	3	SWK 714: Advanced Social Work Practice in the Urban Environment II	3
SWK 707: Understanding Clinical Assessment and Diagnosis	3	SWK 729: Administration in Urban Agencies	3
SWK 727: Supervision in Agency-Based Practice	3	SWK 745: Social Welfare Policy Practice	3
*SWK 773: Fieldwork and Seminar III	5	SWK 747: Social Work Research II	3
SWK 680: Special Topics in Social Work or one elective from SWK 681-686	3	*SWK 774: Fieldwork and Seminar IV	5

** Students are required to complete 3 full days per week of fieldwork each semester during both years.*

Track B: 3- Year Extended Program (65 credits)

Offered in evening classes only.

Extended students are matriculated students and are subject to the same admissions requirements as 2-year full-time students. Extended students complete Year One curriculum in two years, and take the Year Two curriculum on a full-time basis in the third year.

YEAR ONE

Fall Semester	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 605: Human Behavior and the Social Environment	3	SWK 606: Human Diversity and the Social Environment	3
SWK 639: Social Welfare Institutions and Programs	3	SWK 643: Social Welfare Policy Analysis	3
SWK 680: Special Topics in Social Work or one elective from SWK 681-686	3	SWK 646: Social Work Research I	3

YEAR TWO

Fall Semester	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 611: Generalist Social Work Practice I	3	SWK 612: Generalist Social Work Practice II	3
*SWK 671: Fieldwork and Seminar I	5	*SWK 672: Fieldwork and Seminar II	5

Track B: 3-Year Extended Program (continued)**YEAR THREE**

Fall Semester	<i>Credits</i>	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 713: Advanced Social Work Practice in the Urban Environment I	3		SWK 714: Advanced Social Work Practice in the Urban Environment II	3
SWK 707: Understanding Clinical Assessment and Diagnosis	3		SWK 729: Administration in Urban Agencies	3
SWK 727: Supervision in Agency-Based Practice	3		SWK 745: Social Welfare Policy Practice	3
*SWK 773: Fieldwork and Seminar III	5		SWK 747: Social Work Research II	3
			*SWK 774: Fieldwork and Seminar IV	5

**Students are required to complete three full days per week of fieldwork each semester during both their second and third years.*

Track C: Advanced Standing Program (34 credits)

Offered in evening classes only.

This track is available only to qualified graduates of baccalaureate social work programs that are accredited by the Council on Social Work Education. Students may be given credit for up to one year of the MSW curriculum.

Applicants for Advanced Standing must provide descriptions of courses in the undergraduate Social Work major; the Graduate Advisor will determine exemption from courses in the Year One curriculum.

YEAR ONE

Fall Semester	<i>Credits</i>	<i>Credits</i>	Spring Semester	<i>Credits</i>
SWK 713: Advanced Social Work Practice in the Urban Environment I	3		SWK 714: Advanced Social Work Practice in the Urban Environment II	3
SWK 707: Understanding Clinical Assessment and Diagnosis	3		SWK 729: Administration in Urban Agencies	3
SWK 727: Supervision in Agency-Based Practice	3		SWK 745: Social Welfare Policy Practice	3
*SWK 773: Fieldwork and Seminar III	5		SWK 747: Social Work Research II	3
SWK 680: Special Topics in Social Work or one elective from SWK 681-686	3		*SWK 774: Fieldwork and Seminar IV	5

**Students are required to complete 3 full days per week of fieldwork each semester.*

No credit is offered for life experience in any track.



Lehman College

Graduate Application Procedures Checklist

- ✓ **Apply for Matriculation:** Complete all parts of the Graduate Application *including* the pink payment receipt form (**Bursar Receipt**). Your application with supporting materials must be complete before the Admissions Committee can review it for admission. Completed applications received after the deadline date will be reviewed only on a space available basis.
- ✓ **Pay Application Fee:** Be sure to include your check or money order payable to Lehman College for the **\$125** non-refundable fee. On the enclosed **Bursar's Receipt**, please enter only your name, address, and social security number and return it with the other materials.
- ✓ **Get Your Transcripts:** Proof of degree earned and official transcripts are required for **all** undergraduate and graduate courses you have taken. Use the Lehman College transcript envelopes provided to request that your official transcript(s) be sent to you. Include the **SEALED** envelopes with the rest of your application materials that you are to return to the Graduate Admissions Office in the envelope provided. **Official transcripts or other documents in languages other than English must be accompanied by notarized English translations (refer to the section on Information for International Applicants for further information.)**

Applicants who have completed any degree or coursework at Lehman College **after 1993** do not need to request a transcript from Lehman. This includes undergraduate, graduate, and non-degree courses. Applicants who have completed any degree or coursework **after 1969 and prior to 1993** must request a transcript from the Registrar's Office. These records are only available through the Microfiche system accessible only to the Registrar's Office and need to be sent via intercollegiate mail from the Transcript Unit to the Graduate Admissions Office.

A B (3.0) cumulative index is required for admission to the MSW program. Meeting this requirement does not guarantee admission. If you are in your final undergraduate semester, submit the *official transcript* of course work completed to date. Upon graduation, an additional official transcript showing the degree awarded must be presented. Lehman graduates who attended other colleges are required to submit new official transcripts from those colleges.

- ✓ **Submit a Typewritten Personal and Career Essay:** Please see instructions in Part C of the application for further information.
Applicants for Advanced Standing, see Part C of the application for additional essay requirement
- ✓ **Obtain Academic Recommendations:** Three letters are required. Please see instructions in Part E of the application for further details.

Additional Admissions Criteria:

- ✓ **Foreign-Born Applicants** must present to the Graduate Admissions Office evidence of their current immigration status (i.e., permanent alien registration card or Certificate of Naturalization, visa, etc.) to determine their in-state or out-of-state tuition and financial aid status. These **original documents** must be brought **in person** to the Graduate Admissions Office. Copies are not acceptable.
- ✓ **1 Year NYS Residency Requirement:** In order to qualify for the New York State tuition rates, applicants must be U.S. citizens, permanent residents, asylees, or have a qualified visa (Please refer to the City University Residency form for information on approved visa types) and be able to document residence in New York State for the twelve (12) month period preceding the first day of classes in the semester they intend to attend graduate school.

You are required to prove NYS residency if:

1. The last college attended was outside of New York State.
2. The answers provided on the graduate application pertaining to residency are incomplete, unclear, or blank

New York State Residency can **only** be established by completing the City University of New York Residency Form **and** providing **original** documents from the list of **valid forms of proof** on the first page of the Residency Form. All applications are reviewed by a residency specialist.

- ✓ **Proof of Identity:** If the support documents (i.e. transcripts, immigration documents, etc.) to your graduate application contain more than one name, a legally documented change of name is required. Approved documents to establish identity are: Marriage certificate, Divorce decree, Court decrees, etc. These **original** documents must be **brought in person** to the Graduate Admissions Office.
- ✓ **Immunization Requirement: Under New York State Public Health Law, Section 2165,** all students born after December 31, 1956, are required by state law to prove immunity to Measles, Mumps, and Rubella in order to attend college. You must complete the blue immunization form enclosed and provide proof of immunity to the Student Health Center located in the T-3 Building room 118, prior to registration. Acceptable proofs of immunity include: childhood immunization cards, immunization records from other schools attended, or records from your doctor or clinic. If you do not have proof of immunization, you must be immunized again or have a blood test (M.M.R. titer) to show you are immune to all three diseases. A record of laboratory results for the titer exam must be attached to the blue immunization form.

New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to complete **Part 1** of the immunization form indicating that you have received information about meningitis and the meningitis vaccine and indicate that you have **either** been vaccinated against meningitis within the last 10 years or have decided **not** to obtain the vaccination.

****Please Note:** Noncompliance with the New York State immunization requirement will prohibit you from registering for classes.**

Please call the Student Health Center at 718-960-8900 for further information.



Information for International Applicants

- ✓ International students should allow extra time for the completion of the application process. Foreign transcripts must first be reviewed by the **International Evaluator** for college and degree accreditation prior to their submission to the **Graduate Admissions Committee** for academic review. Applicants interested in obtaining a **Student Visa** should plan accordingly to avoid delays in obtaining the **I-20 Form**.
- ✓ **Foreign-Born Applicants** must present to the Graduate Admissions Office evidence of their current immigration status (i.e., permanent alien registration card or Certificate of Naturalization, visa, etc.) to determine their in-state or out-of-state tuition and financial aid status. Candidates for the **F1 Student Visa** are **not eligible** for in-state tuition or financial aid.
- ✓ **Transcript Request:** Send your request by **Registered Air Mail (Return Receipt Requested)** directly to the appropriate office of the issuing institution or the Examination Board, whichever is applicable. **Keep the Postal Receipt as proof your request was sent.** Lehman College will not mail the request for you. It is your responsibility to forward the request form to the institution(s) attended. The **registered mail receipt** should be completed in **English** with the appropriate information.

Send your **First** request form (for each institution attended) by registered air mail as soon as possible. **You must submit a second request four (4) weeks later whether or not you have received confirmation.** After you send the **second** registered air mail request, you may bring photostatic copies of the original transcript/marks sheets, English translations, if required, and copies of all registered air mail receipts to the Graduate Admissions Office. The office will screen all documents and present them to the Director of Admissions to make a final decision regarding official or unofficial documentation and the processing of your application. **Note: the submission of two registered mail receipts (dated one month apart) for each institution attended, with photostatic copies of all documents, does not guarantee your application will be processed.**
- ✓ **TOEFL Requirement-** Applicants whose undergraduate degree was taken in a language other than English or educated in a country where the primary language is not English (regardless of residency status) must submit scores on the **Test of English as a Foreign Language (TOEFL)**. For this test the Lehman College code for score reporting is **#2312**. Arrange to have any required official scores sent to the Office of Graduate Admissions. You may enclose your copy of scores, if available, with the application. TOEFL scores should be no more than two years old. The required TOEFL score for the MSW program is 500. Applicants may be provisionally accepted without TOEFL for the first semester, but acceptable scores must be submitted prior to registering for a second semester. Submit the **TWE** score also, if available. Information about the TOEFL can be obtained by accessing their website at www.toefl.org or by writing to: TOEFL P.O. Box 6151 Princeton, NJ 08541-6151
- ✓ **International Student's Affidavit of Support:** Before the College can send an admitted international student the **Form I-20** needed to obtain the **F1 Student Visa**, the student must provide the College with a documented Affidavit of Support which will be mailed by the College's International Student Adviser upon acceptance into a graduate program.

GUIDELINES FOR OFFICIAL TRANSLATION OF DOCUMENTS

International students, educated in countries where English is not the official language, must provide official academic transcripts and diploma in both their native language and the English translation. The following guidelines must be followed for the translations to be official. **The Office of Graduate Admissions reserves the right to reject translations that do not meet these guidelines.**

Official translations are accepted by one of the following:

1. Consulate or embassy of the country that issued the document; or translations verified by consulate or embassy of the country issuing the document.
2. Translation service or agency; or immigrant/refugee association.
3. Issuing institution.
4. Faculty member of a U.S. high school or University.

In this case, the translation:

- a. Must be typed on school letterhead stationery.
- b. Must state that the translator is a faculty member and which department he/she is a member of; and
- c. Must include a signed statement from the translator attesting to his/her familiarity with the foreign language.

The following translations **ARE NOT ACCEPTED** as official translations:

1. Those done by the student or members of the student's family.
2. Those done by an individual unless they are affiliated with any of the organizations listed above.
3. Translations done by non-faculty school personnel.
4. Translations done by faculty members from schools abroad
5. Translations done by a notary public.

Official translations must meet the following guidelines:

1. All translations must be prepared in the same format as the original.
2. All information must be translated.
3. The translation must be verbatim.
4. No interpretation or evaluation of information should be included.
5. The translation must be typed and must be signed by the translator.

Translation services can be found in the Yellow Pages of your local telephone book. Please make sure that the translation service selected complies with the guidelines outlined above.

Although most of the translation services are competitive in cost, students should call to inquire about the exact price.

Prices will vary according to following:

- The type of language translated.
- The type of document translated.
- The length of the document (the number of words.)
- Other special services, such as overnight mail, etc.



M.S.W. SCHEDULE OF FEES & TUITION

New York State resident students in Tracks A (Two Year Full-Time Program) and C (Advanced Standing Program) pay Full-time tuition.

New York State resident students in Track B (Three Year Extended Program) pay per credit tuition during the first two years of the program as follows:

Year 1: Fall Semester - 9 credits; Spring Semester - 9 credits

Year 2: Fall Semester - 8 credits; Spring Semester - 8 credits

During Year 3, Track B students pay Full-time tuition.

Nonresident and/or Foreign Students in all tracks pay per credit tuition.

TUITION RATES

New York State Resident Students	Full-time Study (Matriculated)	\$ 3,800.00 per semester
	Part-time Study (Matriculated)	\$ 320.00 per credit <i>(plus \$65.00 per contact hour in excess of credits)</i>
	Maintenance of Matriculation Fee	\$ 750.00 per semester
Nonresident and/or Foreign Students	Full-time Study (Matriculated)	\$ 535.00 per credit
	Part-time Study (Matriculated)	\$ 535.00 per credit <i>(plus \$85.00 per contact hour in excess of credits)</i>
	Maintenance of Matriculation Fee	\$ 1250.00 per semester

FEES PAYABLE AT REGISTRATION

(per semester)

Full-time Student Activity Fee <i>Fall and Spring Semesters</i>	\$ 55.00
Part-time Student Activity Fee <i>Fall and Spring Semesters</i>	\$ 35.00
Student Activity Fee <i>Summer Sessions</i>	\$ 30.00
Consolidated Fee <i>(payable by ALL students)</i>	\$ 15.00
Full-time Technology Fee	\$ 75.00
Part-time Technology Fee	\$ 37.50

ADDITIONAL FEES

(when applicable)

Change of Program	\$ 18.00
Late Registration Fee	\$ 25.00
Non-payment Service Fee	\$ 15.00

APPLICATION FEES

(non-refundable)

Matriculated (Degree)	\$ 125.00
Change of Curriculum (Major)	\$ 125.00
Re-admission	\$ 10.00

All Lehman College tuition and fee amounts are subject to change without notice

FINANCIAL AID PROGRAMS AVAILABLE TO STUDENTS IN THE GRADUATE PROGRAM

1) **New York Tuition Assistance Program (TAP)**

Economically eligible students, who matriculate and enroll for at least 12 graduate credits, can qualify for up to \$550 a year. Interested students must file a FAFSA and a CUNY TAP/APTS Application. Applications are available in the Financial Aid Office, Shuster 136.

2) **Federal Perkins Loan Program**

Matriculated students, who enroll for 6 or more graduate credits per term, may qualify for up to \$4,000 per year. Interested students must demonstrate their economic eligibility by filing a FAFSA form.

3) **Federal College Work-Study Program**

Economically eligible students, who matriculate and enroll for a at least 6 or more graduate credits may qualify for part-time employment. Wage rates vary from \$7 per hour and up. Interested students must file a FAFSA form.

4) **Federal Direct Student Loan Program**

Matriculated students, who enroll for 6 or more graduate credits per term, may qualify for up to \$18,500 per year (\$8,500 in subsidized loans and \$10,000 in unsubsidized loans.) Interested students must demonstrate economic eligibility by filing a FAFSA form. A second application, the Lehman College Direct Loan Application must also be submitted, in person, to the Financial Aid Office.

FAFSA forms requesting Perkins Loans and/or College Work-Study funds should be filed early. The availability of these funds is limited. **Perkins Loans and/or College Work-Study loans are awarded on a first come first served basis.**

FAFSA forms may be filed with the federal government via the internet at <http://www.fafsa.ed.gov> .

When a FAFSA is filed via the web, the CUNY TAP/APTS Application may also be completed on line.

For more information visit our website at: <http://www.lehman.cuny.edu/financialaid> .



MEDICAL REQUIREMENTS

MMR Immunization Records and Meningitis Response Signature are required before registration

Name _____ SS# _____

Address _____

Phone (____) _____ D.O.B. _____

Part 1- TO BE COMPLETED AND SIGNED BY STUDENT OR PARENT/GUARDIAN FOR STUDENT UNDER THE AGE OF 18.

MENINGOCOCCAL MENINGITIS: CHECK ONE (1) BOX ONLY

I have read, (**see reverse side**) or have had explained to me information regarding meningococcal meningitis and the vaccine.
The vaccination was administered on:.....DATE ____/____/____

OR

I have read, (**see reverse side**) or have had explained to me information regarding meningococcal meningitis and the vaccine. I understand the risks of not receiving the vaccine. I have decided that I (my child) will **not** obtain immunization against meningococcal meningitis.

***For Meningitis Vaccine availability, check with your primary care physician OR visit the CDC Travel Clinics websites: www.istm.org. The cost is approximately \$75.00**

Signed _____ Date _____

Part 2- TO BE COMPLETED, SIGNED AND STAMPED BY YOUR HEALTH CARE PROVIDER.

Single immunizations (one mumps, one measles, or one rubella) must have been given after January 1, 1968.

Measles 1 **Date** ____/____/____
Mumps **Date** ____/____/____

Measles 2 **Date** ____/____/____
Rubella **Date** ____/____/____

OR

M.M.R. (Measles, Mumps, Rubella) (Two doses; after 1/01/1973)

1. Dose 1 given at age 12 months or later.....**Date** ____/____/____
2. Second Dose given after 15 months of age.....**Date** ____/____/____

OR

3. Laboratory Report proving immunity must be submitted (MMR Titer)

(See reverse side for information)

I certify that the above-named student has received the above immunizations, or I have enclosed laboratory results indicating immunity.

Physician signature AND stamp required _____

Address: _____

Date: ____/____/____ Phone#: (____) _____

**Return form to: Lehman College Student Health Center, T-3 Building Room 118
250 Bedford Park Blvd. West Bronx, NY 10468 Tel. (718) 960-8900 Fax. (718) 960-8909**

New York State Public Health Law 2167- Meningococcal Meningitis

New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to do the following:

Complete Part 1 of the reverse side of this form indicating that you have received information about meningitis and the meningitis vaccine and **EITHER**:

Have been vaccinated against meningitis within the last 10 years (please submit date)

OR

Have decided **not** to obtain the vaccination.

Meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Symptoms can include high fever, severe headache, stiff neck, and rash. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputations, and even death.

Meningitis is spread through the air via respiratory secretions such as coughing, sneezing, kissing or sharing personal items like utensils, cigarettes and drinking glasses. Certain college students, particularly freshmen living in dormitories or resident halls, have been found to have an increased risk for meningitis.

A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States—types A, C, Y, and W-135. These types account for nearly two-thirds of meningitis cases among college students. The vaccine is safe and effective, and provides immunity for approximately 3 to 5 years. Meningitis vaccines are available at your primary care physician (PCP) or visit: www.istm.org for clinic listings. The cost is approximately \$75.00.

To learn more about meningitis and the vaccine and other immunizations for college students, please feel free to contact our health center and/or consult your physician. You may also find information about the disease at:

THE NEW YORK STATE DEPARTMENT OF HEALTH WEBSITE: WWW.HEALTH.STATE.NY.US

THE CENTER FOR DISEASE CONTROL AND PREVENTION (CDC): WWW.CDC.GOV/NCIDOD/DBMD/DISEASEINFO

AMERICAN COLLEGE ASSOCIATION WEBSITE: WWW.ACHA.ORG

New York State Public Health Law 2165- Measles, Mumps, and Rubella

If you were born after December 31, 1956, you are required by state law to prove you are immune to Measles, Mumps, and Rubella in order to attend college. Acceptable proof of immunity include: childhood immunization cards, immunization records from High School or other schools attended, or records from your doctor or clinic. If you do not have proof of immunizations, you must be immunized again or have a blood test (M.M.R. titer) to show you are immune to all three diseases.

M.M.R. vaccines are available at the Lehman College Student Health Center, free of charge. Blood testing is also available but requires medical insurance or payment by the student. **Medical Waiver:** Any student with a medical condition that prohibits vaccination must submit a doctor's statement on letterhead for exemption. Temporary medical conditions, such as pregnancy, require blood titer clearance.

*** You do not need proof of vaccinations if you were born on or before December 31, 1956.**