

COLUMBIA
UNIVERSITY 
SCHOOL OF SOCIAL WORK
DOCTORAL PROGRAM

Dear Applicant,

We are pleased to learn of your interest in our doctoral program. Should you have any questions or need additional information, members of our faculty and administration are available by e-mail, telephone or in person. Listed below are these individuals with their contact information and their particular areas of expertise. Please avail yourself of this opportunity. We look forward to hearing from you soon.

**CHAIR OF THE
DOCTORAL PROGRAM**

Professor Julien Teitler
Chair,
Committee on the Doctoral Program
jot8@columbia.edu

ACADEMIC CONTACTS

Professor Ellen Lukens
Advanced Practice Courses
(212) 851-2237
el19@columbia.edu

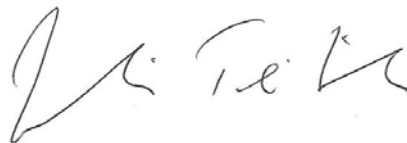
**GENERAL QUESTIONS, ADMISSIONS &
ADMINISTRATION**

Lindsay Bennett
Associate Director, Doctoral Program
(212) 851-2389
lrb2109@columbia.edu

Professor Irv Garfinkel
Social Policy Courses
(212) 851-2383
ig3@columbia.edu

Professor James Mandiberg
Social Administration Courses
(212) 851-2253
jmm2151@columbia.edu

Sincerely,



Julien Teitler, Chair
Committee on the Doctoral Program

COLUMBIA
UNIVERSITY 
SCHOOL OF SOCIAL WORK

DOCTORAL PROGRAM ADMISSIONS OFFICE

1255 Amsterdam Avenue, Room 919

New York, NY 10027

Telephone: (212) 851-2389

Instructions for Fall 2012 Admissions Application

Please consult all enclosed materials prior to completing the application form. Remember to specify "**Doctoral Program Admissions**" on all application mailings and/or correspondence. **Your application will not be processed until all materials have been received, including all transcripts, references and GRE Scores.** All application materials sent must be postmarked no later than **JANUARY 2, 2012.**

APPLICATION MATERIALS

1. PRIMARY APPLICATION FORM AND \$225 ADMISSIONS FEE (\$65 if submitted online)
2. PERSONAL STATEMENT and CURRICULUM VITAE
3. THREE LETTERS OF RECOMMENDATION (at least two of which must be academic)
4. TRANSCRIPTS (From all undergraduate and graduate schools attended)
5. GRE SCORES (An *official copy* must be sent directly to the School of Social Work by ETS to Institutional code **2158** and Department code **5001**)
6. TOEFL (please refer to requirements below)
7. WRITING SAMPLE (*optional*, please limit to no more than 25 pages)

PERSONAL STATEMENT and CURRICULUM VITAE

Please follow the instructions on the adjoining sheet.

RECOMMENDATIONS

Three letters of recommendation are required. For applicants utilizing the online application, evaluators may submit their letters either electronically or in paper form. Applicants submitting via paper application can find copies of the Letter of Recommendation form within this application. Applicants should fill out section 1 of the enclosed forms before sending to their recommenders, and are expected to follow through with persons from whom recommendations have been requested. The recommenders can send the form and their letters back to you or to our office directly. In either case, it must reach us in a sealed envelope signed by the recommender. Under the provisions of the Educational Privacy Act of 1974, letters of recommendation are accessible to students who have been accepted and who enroll in the school. If you choose to waive your right of access to recommendation letters, please notify the referees when you give them this form. You are also required to notify the School that you are waiving access to the letters of recommendation. Please note that at least **TWO** of these recommendations must be written by persons well acquainted with your academic work.

TRANSCRIPTS

You should request a transcript from your college(s) and graduate school(s) as soon as you have decided to apply. Official transcripts (not copies) are required from each school attended.

GRADUATE RECORD EXAMINATION

The Graduate Record Examination (Aptitude Test) is required of all applicants to the Doctoral Program. Applicants should register for the earliest test date possible, preferably before November 1. You can obtain GRE information online at www.gre.org or by contacting GRADUATE RECORD EXAMINATIONS, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, tel. no. 609-771-7670. Call 1-800-GRE-CALL for computerized testing information. Please indicate Institutional code **2158** and Department code **5001** on any forms indicating where your scores should be sent. Scores should be sent to the **Columbia University School of Social Work**, *not* to the Graduate School of Arts and Sciences.

TOEFL

The TOEFL is required for all international students whose native language is not English. Applicants must have a minimum score of 100 on the TOEFL iBT to be eligible for admission. Students who have earned their Masters degree at an institution in an English-speaking country are not required to take the TOEFL.

WRITING SAMPLE

A writing sample, preferably pertaining to research in social work or one of the other social sciences, is considered *optional*. All samples should be limited to no more than 25 pages, excluding footnotes or bibliography, etc.

ACKNOWLEDGEMENTS

You will receive one notification if any application materials are missing. After this notice, it is your responsibility to follow up on missing items.

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK

PRIMARY APPLICATION FORM FOR ADMISSION TO THE DOCTORAL PROGRAM

(Please print or type.) (Add pages as needed.)

The application deadline is January 2.

Date of Application _____

Please call (212) 851-2389 if you require any assistance with the application process.

Name (Mr., Ms.) _____ (Last Name) (First Name) (M.I.)

Previous Name (if applicable) _____ (Last Name) (First Name) (M.I.)

U.S. Social Security No. _____

Birth date (month/day/year) _____ Place of Birth _____

Sex: [] Male [] Female Country of Citizenship: _____

Visa status & U.S. arrival date (if applicable): _____

Have you corresponded or conferred about your application with any faculty member or officer of this School or this University? If so, with whom? _____

Present Mailing Address:

_____ (Number, Street, and Apt. No.)

_____ (City) (State) (Zip) (Country)

_____ (Home Tel. No.) (Business Tel. No.) (E-mail address)

Permanent Mailing Address (if different):

_____ (Number, Street, and Apt. No.)

_____ (City) (State) (Zip) (Country) (Tel. No.)

Person to notify in case of emergency:

_____ (Name) (Relationship to applicant)

_____ (Number, Street, and Apt. No.)

_____ (City) (State) (Zip) (Country)

_____ (Home Tel. No.) (Business Tel. No.)

Check the area in which you plan to concentrate:

- [] Advanced Practice (Two years post-MSW practice experience strongly encouraged)
[] Social Policy & Policy Analysis
[] Social Policy & Administration

Race/Ethnicity:

The information requested below is optional. Please respond to questions 1 and 2. The questions are asked because Columbia is subject to certain governmental recordkeeping requirements.

Question 1. Ethnicity

Are you Hispanic or Latino?

- Yes, Hispanic or Latino — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- No, not Hispanic or Latino

Question 2. Race

What is your race? (Select one or more of the following five categories)

- American Indian — A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam.
- Black or African American — A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander — A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White — A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Statistical Information:

Have any members of your family attended Columbia University? Yes No

If yes, please state below who attended, which school, their degree and your relationship to them.

Where did you hear about the CUSSW doctoral program?

- | | |
|--|--|
| <input type="checkbox"/> Faculty/Instructor | <input type="checkbox"/> Recruitment Fair |
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Brochure |
| <input type="checkbox"/> Word-of-Mouth | <input type="checkbox"/> Web Site |
| <input type="checkbox"/> Magazine/Newspaper Advertisement: | <input type="checkbox"/> Conference: _____ |

_____ (please specify)

(please specify)

- Other: _____ (please specify)

ACADEMIC EXPERIENCE

Name of Institution	Date of Entrance	Date of Leaving	Degree or Diploma	G.P.A.
College or University (Undergraduate)				
Graduate				
Professional School				

GRE SCORES

Date Taken: _____ Verbal: Quantitative: Analytical:

TOEFL SCORES

Date Taken: _____ Total:

Section 1: Section 2: Section 3: Section 4:

PROFESSIONAL EXPERIENCE

Attach a copy of your curriculum vitae, listing and describing all positions you have held, including whether the work was paid or volunteer. See the accompanying sheet for guidelines and proper format of the curriculum vitae.

REFERENCES

List three persons from whom you have requested references. (At least two should be from an academic source.)

<u>Name and Address (in full)</u>	<u>Relationship</u> (Professional Work, Academic, Personal)
1. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	
2. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	
3. _____ _____ _____	_____ _____ _____
Phone: _____ Email: _____	

OTHER INFORMATION

1. List any advanced courses taken for credit that you wish to transfer toward the fulfillment of degree requirements at the Columbia University School of Social Work.

2. Have you applied for admission to any other doctoral program? Yes No

If so, where? _____

Is your application currently active there? _____

3. Do you plan to apply for University housing? Yes No

4. Would you like to be considered for financial aid? Yes No

=====

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements on this application may result in denial of admission, disciplinary action, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the rules and regulations of the University. Should any information I have given change prior to my entry to the University, I shall immediately notify the Doctoral Program Admissions Office. I understand that the check, money order or credit card payment I submit with this application covers part of the cost of handling the application and is therefore not refundable.

(Signature of Applicant) Date: _____

Please enclose a check or money order for \$225 made payable to *The Trustees of Columbia University* with this form. *Please do not send a foreign money order or cash.* If applying online, you will be required to make a \$65 payment .



PERSONAL STATEMENT FOR ADMISSION TO THE DOCTORAL PROGRAM

Instructions:

Address the following questions in a single 3-5 page essay. Please use font that is no smaller than 10 point.

1. Describe your reasons for pursuing a doctoral education. What are your major academic areas of interest?
2. How do your professional experience and academic background relate to your plans for study? What are your career goals?
3. What facets of the Columbia program interest you the most? Explain why you feel this program would be a good match for you.

THE COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK
 1255 Amsterdam Avenue, Room 919 New York, NY 10027· Tel. (212) 851-2389

LETTER OF RECOMMENDATION: APPLICANT FOR DOCTORAL PROGRAM

Section 1: (To be completed by the applicant) *Please type or print*

Name of Applicant: _____

Name of Recommender: _____

Title: _____

Address (include department & institution affiliation, if appropriate): _____

Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their education records, students may waive their right to see specific confidential statements and letters of evaluation. In the belief that applicants, and the persons from whom they request evaluations, may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

- (a) I waive my right to examine this letter. **OR** (b) I do not waive my right to examine this letter.

Signature of applicantDate

Section 2: (To be completed by the recommender)

You have been asked to recommend this person for admission to the Doctoral Program at the Columbia University School of Social Work. We would greatly appreciate your completing the recommendation at your earliest convenience for we cannot consider the person's application without it. *Note that all recommendations must be postmarked by January 2.*

The Doctoral Program at the Columbia University School of Social Work is intended for professional persons who plan to function primarily as researchers, teachers, administrators, consultants, and/or advanced practitioners. In evaluating applicants, the Committee places special emphasis upon demonstrated intellectual ability, capacity for independent scholarly work, leadership potential, motivation and drive, maturity, and original thinking and action.

We would appreciate your candid evaluation of the above-named applicant, and request that in your letter you provide any information that would assist in evaluating the applicant's potential for advanced study. Please indicate the extent of your knowledge of the applicant's work. If possible, please rate the applicant relative to other students, employees or associates that you have known in the same field. Thank you in advance for assisting us in the evaluation of this applicant.

Please complete the chart below, rating the applicant in comparison with others whom you have known at similar stages in their careers.

	Exceptional Upper 5%	Outstanding Next 15%	Very Good Next 15%	Good Next 15%	Next 15%	No Basis for Judgment
Originality						
Emotional stability and maturity						
Motivation and seriousness of purpose						
Ability to work independently						
Analytical skills						
Communication skills—written						
Communication skills—oral						

Name (please print)SignatureDate

Please attach this form to your letter, and (by January 2) mail them to:

Doctoral Program Admissions, Columbia University School of Social Work
 1255 Amsterdam Avenue, Room 919 New York, NY 10027

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Name (please print)SignatureDate

Please attach this form to your letter, and (by January 2) mail them to:

Doctoral Program Admissions, Columbia University School of Social Work
 1255 Amsterdam Avenue, Room 919 New York, NY 10027

Standard Format for the Curriculum Vitae

Below is a sample format for your curriculum vitae. Although it is not necessary for you to follow this format, it is necessary that you include all the information listed. Type on white paper and limit your vitae to five pages or less if possible.

Name with Mailing Address:

Areas of Special Interest:

Education:

Institution(s) and the dates you attended. Identify your degrees and major(s) and minor(s). Begin with your most recent degree.

Continuing Education:

List the most significant continuing education experiences that you have had in the last ten years.

Paid Employment History:

List your most significant and relevant paid work or human services experiences in chronological order, beginning with the most recent. Identify the employer and the location of this employment, the beginning and ending dates, and a brief (2-3 line) job description.

Volunteer Experiences:

List your most significant and relevant volunteer social work or human services experiences in chronological order, beginning with the most recent. Identify the agency and its location, the beginning and ending dates, and a brief (2-3 line) description of your responsibilities and activities.

Honors and Awards:

Identify any academic honors that you have received or awards that you have received from a community, service, or social group.

Professional Affiliations/Licensure:

List professional associations in which you hold membership (e.g., NASW) as well as any advanced certification that you have received (e.g., state licensure for the practice of social work, AAMFT).

Research and Evaluation Experiences:

List any research and evaluation experiences in which you have participated, including a description of your position, beginning and ending dates, and responsibilities.

Teaching Experiences:

List any courses that you have taught at either a community college or university level, including the title, level, beginning and ending dates, a brief course description and the educational institution at which it was taught.

Paper Presentations at Conferences:

List the titles of papers that you have presented at national, state or other conferences over the last five years, including date, sponsor of conference, and any co-authors or co-presenters.

Publications:

List publications on which you have been listed as an author, including journal articles, books, book chapters, technical reports, magazine or newsletter articles, contract or grant applications, and program manuals. Please follow the *Publication Manual of the American Psychological Association* (Fourth Edition) for style. (APA Style Resources- <http://www.psychwww.com/resource/apacrib.htm>)

DOCTORAL PROGRAM APPLICATION CHECKLIST

Return this form with your additional materials.

NAME

last _____ first _____ middle _____

ADDRESS

street address _____

city _____ state _____ zip _____

I HAVE COMPLETED THE ON-LINE APPLICATION OR I HAVE COMPLETED THE PAPER APPLICATION

I HAVE INCLUDED THE FOLLOWING DOCUMENTS (*please place documents in the following order*):

- Personal Statement
- Curriculum Vitae
- Transcript(s)
- My GRE scores and TOEFL (if applicable) have been sent to the Doctoral Program.
- Letters of Recommendation

- o 1. _____
- o 2. _____
- o 3. _____

PAPER APPLICATION FEE PAYMENT (\$225.00)

Note: Applications submitted on-line are \$65.00. Please do not send cash. The non-refundable fee covers part of the cost of handling your application.

- Voucher: check or money order (Enclose with this form check or money order for \$225 to *The Trustees of Columbia University*.)
- Application Fee Waiver (if requesting a waiver)
- Credit Card Application Fee Payment (for online applications only)

I HAVE COMPLETED THE ON-LINE APPLICATION BUT HAVE NOT INCLUDED (*please list*):

SIGNATURE

Please sign this form below, attesting to the accuracy of the information you have provided.

Signature of Applicant _____ Date _____

Please mail to:

**COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK
DOCTORAL PROGRAM ADMISSIONS OFFICE
1255 Amsterdam Avenue, Room 919
New York, NY 10027**

Questions? Call the Doctoral Office at 212-851-2389. Or, e-mail us at swphd@columbia.edu
Visit our Web site or apply online at <http://www.columbia.edu/cu/ssw/phdprogram/>

COLUMBIA
UNIVERSITY 
SCHOOL OF SOCIAL WORK
DOCTORAL PROGRAM CURRICULUM

The curriculum at Columbia is designed to set our doctoral students apart as scholars who will examine highly complex human problems in depth, arriving at new knowledge and solutions with a rigorous and exacting mind. Through concentrated coursework, tutorials, and exams culminating in the dissertation, students achieve a systematic, intellectual grounding in the theory and history of social welfare, extensive training in research methods and statistics, concentration in a social work method specialization, and integrated exposure to social or behavioral science theory.

Successful completion of the Doctoral Program requires approximately two full-time years of coursework, plus time for independent tutorials, exams, and dissertation work. Required coursework is taken both within the School of Social Work and in other social and behavioral science disciplines. All students also conduct an intensive individualized research practicum with a faculty supervisor en route to their independent research conducted during the dissertation phase. Overall, the curriculum is characterized by a rigor and scope specifically designed to prepare our doctoral students to be leading authorities in their chosen areas of study.

The Social Work Method Concentrations

Each prospective student applying to the Doctoral Program selects a social work method concentration. There are three concentrations from which to choose:

- ◆ Advanced Practice
- ◆ Social Policy & Policy Analysis
- ◆ Social Policy & Administration

Each method is comprised of a unique sequence of core method courses, so the choice of method should be tailored to one's scholarly interests and future career plans.

Advanced Practice: This method prepares students for careers as researchers, academicians and leaders who wish to remain involved in direct, clinical and cross-systems practice and programming. The relationship between research and its application to direct practice is a major theme throughout the advanced practice courses, as is attention to sociocultural and socio-structural issues.

The current two-course advanced practice sequence includes:

- Seminar in Advanced Social Work Practice
- Ecosystems Perspective: Theory, Research and Practice

The sequence explores a broad range of issues, including the following:

- Contemporary issues in social work practice: theories, current ideological debates, comparison of practice approaches
- Political, organizational, individual, and environmental factors that influence the development, evaluation and research of clinical practice across system levels
- Social, political and organizational constraints on service development, as well as cross-cultural and ethical issues

Social Policy & Policy Analysis: This method is appropriate for students preparing to teach and/or conduct research in the formulation of social policy or policy analysis.

The two-course social policy & policy analysis concentration consists of:

- Comparative Social Policy
- Seminar in Social Policy Analysis

The two courses cover the following:

- Developing a background in comparative social policy focusing on rich nations but including middle income and poor countries, developing familiarity with international and cross national data sets, and cross national differences and similarities in development, expenditures, impacts, trends and issues, analytical paradigms, and policy debates.
- Learning about different types of policy analysis and their relation to specific social problems, including cost-benefit analysis, cost effectiveness analysis, literature reviews, statistical analyses, random assignment experiments, and micro-simulation.

Students who select the social policy and policy analysis concentration must also complete a minimum of two courses in microeconomics. These courses may count toward an advanced research and/or social/behavioral science course requirement.

Social Policy & Administration: This method is recommended for students who, in addition to preparing to teach and/or carry out research in social policy, wish to specialize in management of social programs.

The two courses in this sequence are:

- Comparative Social Policy
- Social Administration and Management

In addition to the development of a background in comparative social policy, the sequence also involves:

- Researching the roles of managers and organizations in the policy implementation process.
- Understanding management tasks in human service organizations.

Those unsure of which method to specialize in may wish to seek assistance from a faculty member with whom you would be interested in working with. Faculty members and their major research interests can be viewed in the accompanying document concerning CUSSW faculty or at the following web address: <http://www.columbia.edu/cu/ssw/phdprogram/faculty/cussw.html>

Degree Requirements

A prototypical student's route to the Ph.D. in Social Work requires the completion of 49.5 or more academic credits:

1) SOCW T8002 Doctoral Program Proseminar (0 credits)

Required of all degree candidates. The proseminar introduces incoming students to the research process and a range of research studies as well as the faculty conducting them at Columbia. This course is taken throughout the first year.

2) SOCW T8801 Comparative Histories of Social Work and Social Welfare (3 credits)

Required of all degree candidates. Taken in the first semester, this course provides a comparative historical and philosophical perspective on the development of social welfare and social work institutions, concepts, issues and paradigms in the U.S. and two other nations or parts of the world.

3) 2-3 courses in a social work method (6-9 credits)

As described above, these courses form the framework of the student's introduction to and mastery of a social work method: Advanced Practice; Social Policy & Policy Analysis; or Social Policy & Administration. Advanced Practice students take three of these core courses, whereas Social Policy & Policy Analysis and Social Policy & Administration students take two.

4) 7 courses in research methods and statistics (21 credits)

All students (unless granted a course waiver) are required to take the introductory SOCW T8502 Research Methods in Social Work course. In subsequent semesters, students may choose to take advanced courses covering various historical, qualitative and quantitative methodologies. Often the advanced courses are taken in other departments of the University.

Statistics courses are generally taken in other departments of the University. Advanced courses include measurement, applied regression analysis, structural equation modeling, and advanced analytic topics suitable for diverse research designs and data types.

Seven 3-credit courses in all must be taken between research methods and statistics. Students must take three courses in research methods, three courses in statistics, and a seventh course which may be taken in either discipline.

5) 3 courses in social or behavioral sciences (9 credits)

Students concentrate in a program-approved social or behavioral science in order to gain a foundation in the relevant disciplinary theory. Classes are chosen from departments throughout the University. The choice of area should be particularly germane to each student's dissertation themes and career objectives. Students are required to declare their chosen social/behavioral science by the beginning of their second year.

6) A 360-hour research practicum (not taken for course credit)

The purpose of the research practicum is to link classroom learning to the dissertation process by providing students with an applied research internship in conjunction with a current faculty research project. The practicum, typically taken during the student's second through fourth semesters, involves 8-12 hours of work per week for 30-45 weeks. The practicum is designed with concrete objectives in mind and may lead to the development of a publishable paper.

7) 1 field of practice tutorial (3 credits)

Each doctoral student is required to demonstrate expertise in a field of practice related to their substantive interests and career goals. To this end, students typically complete a field of practice tutorial with a social work faculty member during their third semester. They design a tutorial with a CUSSW faculty member or take a program-approved course to fulfill the requirement. The tutorial provides the opportunity for students to build a reading list of seminar articles pertaining to their area(s) of substantive interest, to be approved by a 3-personal faculty committee for the comprehensive exams. Previous field of practice tutorials have included topics ranging from family and child policy, social work in the workplace, mental health services, comparative social policy and HIV/AIDS.

8) Comprehensive examinations

When a student has completed all required course work, they may sit for the comprehensive examinations. The comprehensive exam, which aims to help students synthesize and integrate their coursework in methods and social science through the lens of their substantive interest(s), is taken in two stages: a written exam and an oral follow-up exam. Students put together a committee of three faculty who will provide feedback on their proposed reading list, draft exam questions, and conduct the oral exam. The exams are individualized to the student's substantive area(s), social work method and social science concentration, and will ideally help students to prepare further for dissertation work.

9) SOCW T8505 Dissertation Seminar (1.5 credits)

The dissertation seminar is working forum that permits students to explore the process of initiating their dissertation research with peers. Students prepare and discuss an outline of their proposed dissertation research, develop an Institutional Review Board protocol for the protection of human research participants, learn practical strategies to manage their dissertation writing, and become familiar with a range of interpersonal, scholarly, and institutional resources that can assist in the dissertation process.

10) SOCW T9800 Doctoral Research Instruction (6 credits)

The Dissertation Research Instruction requirement carries 6 credits of dissertation advisement. While enrolled, supervising faculty are expected to guide the student in selecting a study topic, developing an approved proposal, implementing the research, and writing the dissertation.

11) The Dissertation

The successful defense of the dissertation is the final eligibility criterion for the Ph.D. degree. Dissertation planning begins early in the course of studies, but becomes more focused after the three social work method courses and field of practice tutorial have been completed. Students take a Dissertation Seminar course with their peers during the third year and receive faculty advisement through the required 6-credit Dissertation Research Instruction course registration. In this course faculty guide the degree candidate through the processes of selecting a study topic, developing an approved proposal, implementing the research, and writing the dissertation. Students defend their dissertation proposal and the completed dissertation in front of a five-member interdisciplinary committee. They are evaluated on the basis of their potential for independent scholarship and, optimally, on the contribution of their work to the social work discipline.

The Graduate School of Arts and Sciences permits students a maximum of 7 years to complete all requirements for the Ph.D. However, with timely and proficient progress through the doctoral program's curriculum, most students can finish their degree in 3-5 years. Comprehensive exams are valid for up to 5 years.

CUSSW FACULTY

More extensive profiles of these faculty members may be found at the following website:

<http://www.columbia.edu/cu/ssw/faculty/profiles/>

SHEILA H. AKABAS. *Professor of Social Work*

B.S., Cornell University; M.B.A., Ph.D., New York University
sa12@columbia.edu, (212) 851-2257

Professional Interests:

- * Social work and the workplace
- * EAP/MAP program management and supervision
- * Management of workforce diversity
- * Employment for people with mental health conditions and other disabilities
- * Human resource management and supervision

Current Research:

- * Evaluation of mental health service delivery systems
- * Quality assurance review of union assistance program
- * Securing and maintaining competitive employment for people with serious and persistent mental health conditions
- * Promoting effective links between community mental health providers and employers
- * Mitigating the negative workplace consequences of domestic violence and vicarious traumatization
- * Peers on staff: Starting a new historical record

DANA ALONZO. *Associate Professor of Social Work*

dl2298@columbia.edu, (212) 851-2254

Professional Interests:

- * Suicide attempt
- * Protective factors
- * Hispanics and mental health
- * Ataques de Nervios
- * Race, ethnicity and culture in mental health research

Current Research:

- * Reasons for living and future suicide attempt risk
 - * Moral objections to suicide and suicide attempt risk
 - * Interventions to improve treatment adherence of suicidal individual
- * The Reasons for Living Inventory and psychometric properties of the six subscales

MICHELLE S. BALLAN. *Assistant Professor of Social Work*

B.A., M.S.W. Rutgers University; Ph.D., University of Texas at Austin
msb2008@columbia.edu, (212) 851-2221

Professional Interests:

- * Developmental disabilities
- * Sexual counseling for vulnerable populations
- * Sexual offenders
- * Evaluation of clinical interventions

Current Research:

- * Evaluation of a psychoeducational sexuality education program for parents of children with mental retardation
- * Counseling practices for sexual offenders with disabilities
- * Evaluation of an offender program for inmates with disabilities
- * Reduction of high-risk sexual behaviors among vulnerable populations

BARBARA BERKMAN. *Helen Rehr/Ruth Fiszdale Professor of Health and Mental Health.*

B.A., University of Michigan; M.A., University of Chicago; D.S.W., Columbia University
bb151@columbia.edu, (212) 851-2398

Professional Interests:

- * Gerontology
- * Health/mental health policy and service delivery issues
- * Outcome research in geriatric health care

Current Research:

- * Testing a model to educate social work students for geriatric practices
- * Development of screening mechanisms to identify older patients/families in need of social work services in primary care

DENISE BURNETTE. *Professor of Social Work*

B.A., B.S., M.S.W., University of Tennessee; Ph.D., University of California (Berkeley)
jdb5@columbia.edu, (212) 851-2325

Professional Interests:

- * Social gerontology
- * Grandparenting in changing American families
- * Self health care in later life
- * Social work education

Current Research:

- * New media in geriatric social work practice education: Development of a case-based digital video archive. New York Academy of Medicine.
- * Setting research priorities for gerontological social work: A national Delphi study. John A. Hartford Foundation Geriatric Social Work Scholars and Gerontological Society of America.
- * Self-health care: The experience of urban, African American elders. Lois and Samuel Silberman Fund / New York Community Trust.
- * Oral life histories of women "influentials" in social work practice theory

FENG-PEI CHEN. *Assistant Professor of Social Work*

B.A., National Taiwan University; M.S.W., University of California, Berkeley; Ph.D., University of Wisconsin, Madison
fc2208@columbia.edu

Professional Interests:

- * Issues at the interface between the family and mental health system
- * Social work generalist practice in mental health
- * Family caregiving
- * Qualitative research methods (grounded theory)
- * Evaluation research on program or educational outcomes

Current Research:

- * Case managers' interactions with families of individuals with severe mental illness in Assertive Community Treatment
- * Discharge from Assertive Community Treatment services: A multiple-perspective study

GRACE H. CHRIST. *Professor of Social Work*

B.A., Wheaton College; M.A., University of Chicago; D.S.W., Columbia University
ghc1@columbia.edu, (212) 851-2403

Professional Interests:

- * Social Work practice and research in health and mental health
- * Oncology and chronic illness
- * Palliative and end-of-life care
- * Disaster preparedness and response
- * Normal, complicated and traumatic grief

Current Research:

- * Developing a more comprehensive model of mourning and reconstitution that integrates the nature of the event and factors that affect normal and symptomatic outcomes over the long term in high risk populations, including children and adults.
- * Developing evidence based social work intervention models in oncology and in adult and pediatric palliative care

ANNE M. CONWAY. *Assistant Professor of Social Work*
B.A., Merrimack College; M.A., The Catholic University of America; M.S.W., University of Michigan;
M.S., University of Michigan; Ph.D., University of Michigan
ac3292@columbia.edu, 212-851-2414

Professional Interests:

- * Identifying factors that promote the self-regulation of emotion & attention in children & adolescents
- * Investigating risks for the development of affective disorders
- * Translating findings into cost-effective mental health interventions
- * Applying & testing the effectiveness of interventions

Current Research:

NABILA EL-BASSEL. *Professor of Social Work*
M.S.W., Hebrew University; D.S.W., Columbia University.
ne5@columbia.edu, (212) 851-2391

Professional Interests:

- * Substance abuse
- * HIV/AIDS with women, men, couples, families
- * Partner violence with men and women on methadone
- * Social support
- * Social network interventions
- * Evidence-based practice

Current Research:

- * Social Intervention Group
- * Center for Intervention and Prevention Research on HIV and Drug Abuse
- * HIV-risk and partner violence: men on methadone
- * Preventing HIV and other STDs among drug-involved women
- * HIV/STD risk reduction for African American couples
- * HIV Center for Clinical and Behavioral Studies
- * HIV Intervention research among drug-involved couples in Kazakhstan

RONALD A. FELDMAN. *Ruth Harris Ottman Centennial Professor for the Advancement of Social Work Education.* B.A., University of Buffalo; M.S.W., Ph.D., University of Michigan
raf1@columbia.edu, (212) 854-1521

Professional Interests:

- * Adolescent mental health
- * Youth behaviors and attitudes
- * Group work practice
- * Peer influence
- * Professional development
- * Prevention of mental illness and antisocial behavior

Current Research:

- * Biennial survey of New York City youths' attitudes, behaviors and beliefs
- * Prevention interventions for at-risk youths

IRWIN GARFINKEL. *Mitchell I. Ginsberg Professor of Contemporary Urban Social Problems*
B.A., University of Pittsburgh; M.A., University of Chicago; Ph.D., University of Michigan
ig3@columbia.edu, (212) 851-2383

Professional Interests:

- * Social policy and the welfare state
- * Poverty and inequality
- * Single parent families
- * Child support

Current Research:

- * Social indicators in New York City
- * Fragile families and child well-being
- * Child support reform and child well-being
- * Welfare reform, devolution and well-being in NYC

ROBIN GEARING. *Associate Professor of Social Work*

B.A., Ph.D., University of Toronto; M.S.W., Wilfrid Laurier University
rg2372@columbia.edu

Professional Interests:

- * Child and adolescent mental health
- * Serious and persistent mental illness
- * Mental health and the family
- * Social and familial determinants of health and mental health
- * Parenting children with a chronic condition
- * Social work practice with children and families
- * Clinical evidence-based practice and interventions
- * Mental health research
- * Practice research

Current Research:

- * Relapse in children and adolescents with psychotic disorders and major mood disorders
- * Treatment and medication adherence in children with mental health disorders
- * Determinants of health
- * The influence of psychosocial factors and interventions on health conditions

ANDRÉ IVANOFF. *Associate Professor of Social Work*

B.S., University of North Dakota; M.S.W., Ph.D., University of Washington (Seattle)
ami2@columbia.edu, (212) 851-2234

Professional Interests:

- * Mental health and coping in extreme circumstances
- * Criminal justice and custodial settings
- * Suicidal and self-injurious behaviors
- * Dialectical behavior therapy

Current Research:

- * Adaptation of Dialectical Behavior Therapy for stalking offenders
- * Social behaviors in correctional and forensic settings
- * The application of mindfulness in professional and personal practice

NEERAJ KAUSHAL. *Associate Professor of Social Work*

B.A., M.A., University of Delhi; Ph.D., City University of New York
nk464@columbia.edu, (212) 851-2235

Professional Interests:

- * Immigration
- * Welfare reform
- * Health insurance and health
- * Globalization and international social welfare

Current Research:

- * Welfare reform and the health insurance of US-born and immigrant low-income families
- * Geographic dispersion of immigrants in the U.S.
- * Effect of 9/11 on immigrants in the U.S.
- * Effect of immigration on natives
- * Food stamps and obesity

VICKI LENS. *Associate Professor of Social Work*

M.S.W., SUNY-Stony Brook; J.D., New York Law School; Ph.D. in Social Welfare, Yeshiva University
vl2012@columbia.edu, (212) 851-2236

Professional Interests:

Current Research:

- * Administrative justice in public welfare bureaucracies
- * Welfare reform
- * Advocacy, community organizing and social change

- * Welfare fair hearing system
- * Implementation of work sanctions under TANF

ELLEN P. LUKENS. *Sylvia D. & Mose J. Firestone Centennial Associate Professor of Clinical Social Work*

B.A., Earlham College; M.S.W., Fordham University; Ph.D., Columbia University
el19@columbia.edu, (212) 851-2237

Professional Interests:

- * Mental health and the family
- * Advanced Generalist Practice
- * Social work practice with families and children
- * Chronic and severe mental illness
- * Multiple family group treatment
- * Educational and psychoeducational interventions
- * Stress and coping
- * Siblings and chronic illness
- * Supervision
- * Clinical services research
- * Qualitative and quantitative methods
- * Measurement of outcomes

Current Research:

- * The Sibling Project: Assessing the impact of severe mental illness on adult siblings
- * A prospective study of stress and outcome among persons with schizophrenia and their family caregivers
- * A comparative study of psychoeducational multiple family groups for persons with schizophrenia and their families
- * Comparisons of family treatment interventions for severe mental illness
- * Psychosocial variables and treatment

MICHAEL MACKENZIE. *Assistant Professor of Social Work*

B.Sc., M.Sc., University of Western Ontario; M.S.W., M.A., Ph.D., University of Michigan
mm3038@columbia.edu, (212) 851-2238

Professional Interests:

- * Dynamic processes in human development over the lifespan
- * Social, familial and biological transactions in developmental psychopathology
- * Child maltreatment prediction and prevention in early childhood
- * Foster care placement trajectories and models of group care
- * Child welfare policy and practice

Current Research:

- * Attachment and change processes in a population of children in foster care
- * The accumulation of ecological risk and early child maltreatment outcomes over the first sixteen years of life
- * Behavioral, emotional, and physiological regulation in toddlers of depressed mothers followed from pregnancy through the first two years of life
- * Evaluation of the effects of an early relationship based intervention for burdened families on caregiver perceptions of their infant and interaction style

JAMES M. MANDIBERG. *Assistant Professor of Social Work*

B.A., Earlham College; M.S.W., SUNY Stony Brook; Ph.D., University of Michigan
jmm2151@columbia.edu, (212) 851-2253

Professional Interests:

- * Innovation and its diffusion, including

Current Research:

- * The development of social enterprise in Japan

- transnationally
- * Social entrepreneurship and social enterprise
 - * Social movements in human services
 - * Organizational strategy and organizational theory
 - * Program and system design, especially in mental health services
 - * Japanese human service systems and programs
 - * The social and economic development of social service client communities
 - * Corporate and social responsibility
 - * Nonprofit organizations

- in light of the new nonprofit organization law (Abe Fellowship Research)
- * A cross-national study of autonomously organized homeless encampments in most developed nations
 - * Anti-authoritarian social service providers
 - * Anti Social Work Social Movements
 - * The development of social service client owned businesses
 - * Organizational strategy in the implementation of W-2 welfare reform in Milwaukee, Wisconsin

RONALD B. MINCY. *Maurice V. Russell Professor of Social Policy and Social Work Practice*
 A.B., Harvard University; Ph.D., MIT.
 rm905@columbia.edu, (212) 851-2406

Professional Interests:

- * Family support
- * Income security policy
- * U.S. labor market
- * Urban poverty

Current Research:

- * Fragile families

ADA CHAN YUK-SIM MUI. *Professor of Social Work*
 B.S.W., Chinese (Hong Kong); M.R.E., Hong Kong Concordia Theological Seminary; M.S.W., Ph.D.,
 Washington University at St. Louis
 acm5@columbia.edu, (212) 851-2241

Professional Interests:

- * Social gerontology
- * Ethnicity and long-term care
- * Aging mental health and quality of life issues
- * Cross-cultural research in aging

Current Research:

- * Quality of life study among Asian American elders in New York City, 2000
- * Self-care behaviors among community-dwelling frail elders
- * Long-term care needs and quality of life among non-institutionalized frail elders
- * Clinical applications of social gerontology in the far east

ROGÉRIO M. PINTO. *Associate Professor of Social Work*
 B.S., Federal University, Minas Gerais (Brazil); M.S.W., Yeshiva University; Ph.D., Columbia University
 rmp98@columbia.edu

Professional Interests:

- * Clinical practice with immigrants and racial and ethnic minorities
- * HIV prevention practice and research
- * Research on health-related social interventions
- * Community-based participatory research
- * Collaborative HIV research with community-based organizations
- * Mixed methods in research

Current Research:

- * Studying research collaboration between researchers and CBOs as a social intervention in HIV prevention research: a pilot study
- * Studying the process of international research collaboration: lessons from the development of an HIV prevention intervention for severely mentally ill patients in Brazil
- * Developing foundations for participatory research in Rio de Janeiro, Brazil

MARK S. PRESTON. *Assistant Professor of Social Work*
 B.S., M.S.W., Arizona State University; M.P.A., University of Alaska-Anchorage; Ph.D., University of Albany, SUNY
 mp2557@columbia.edu

Professional Interests:

- * Child welfare

Current Research:

- * Work stress in county-based public welfare and

- * Human services management and public management
- * Management training
- * Organizational behavior and organizational theory
- * Research methods
- * Work motivation and work stress

- child welfare agencies
- * Impact of contextual factors on the activity patterns of public sector human service managers
- * Methodological rigor in social work management research

MARION RIEDEL. *Associate Professor of Professional Practice*
 B.A., New York University; M.S.W., Hunter College ; Ph.D., Columbia University
 mr108@columbia.edu, (212) 851-2245

Professional Interests:

- * Families living with HIV and AIDS
- * People with problematic drug use
- * Motivational interviewing
- * Adolescence

VICTORIA RIZZO. *Assistant Professor of Social Work*
 B.A., The College of Saint Rose; M.S.W., Ph.D., University of Albany, SUNY
 vr2178@columbia.edu

Professional Interests:

- * Efficacy and cost-effectiveness of social work interventions in health care and aging
- * Impact of parental serious illness on children
- * Palliative care
- * The implications of health policy and health care financing for social work practice

Current Research:

- * The effectiveness and efficiency of the Advanced Illness Coordinated Care Program: a multi-region RCT
- * Evaluation of disease management programs implemented through the 2006 New York State capacity-building legislative allocation
- * Schenectady builds: a partnership for an aging community (information and assistance training)

STEVEN SCHINKE. *D'Elbert and Selma Keen Professor.*
 B.A., M.S.W., Ph.D., University of Wisconsin (Madison)
 schinke@columbia.edu, (212) 851-2276

Professional Interests:

- * Practice research
- * Prevention
- * Health behavior

Current Research:

- * Preventing alcohol abuse among high-risk youth

CRAIG S. SCHWALBE. *Associate Professor of Social Work*
 B.A., Concordia College, Moorhead, Minnesota; M.S.W., Augsburg College; Ph.D., University of North Carolina at Chapel Hill
 css2109@columbia.edu, (212) 851-2228

Professional Interests:

- * Evidence based practice
- * Juvenile justice policy and practice
- * Risk assessment and structured decision making
- * Delinquency prevention

Current Research:

- * Risk assessment for juvenile justice decision making

KATHERINE SHEAR, *Marion Kenworthy Professor of Psychiatry in Social Work*
 B.S., University of Chicago; M.D., Tufts University
 ks2394@columbia.edu, (212)851-2122

Professional Interests:

- * Psychotherapy Research
- * Anxiety disorders

Current Research:

- * Long term strategies in the treatment of panic disorder

- * Adult separation anxiety disorder
- * Bereavement and grief
- * Women's mental health

- * Complicated grief treatment: a randomized trial
- * Pharmacotherapy of complicated grief
- * Pharmacotherapy of bereavement-related depression
- * Clinical and spiritual grief: an integrated model

BARBARA LEVY SIMON. *Associate Professor of Social Work*

B.A., Goucher; M.S.S., Ph.D., Bryn Mawr
bls1@columbia.edu, (212) 851-2248

Professional Interests:

- * History of social work, social welfare, philanthropy, and public health
- * Women's and gender studies
- * Postcolonial contexts of social work practice
- * Gay, lesbian, and queer populations
- * Disability studies

Current Research:

- * History of faith-based social services
- * The fresh-air movement in the U.S., 1849-present

MARY SORMANTI. *Professor of Professional Practice*

B.A., Brandeis University; M.S.W., New York University; Ph.D., Boston College
ms778@columbia.edu, (212) 854-5525

Professional Interests:

- * Health and quality of life
- * Grief, bereavement, and end of life care
- * Life-threatening illness and end of care life
- * Partner violence
- * Feminist practice

Current Research:

- * HIV risk and partner violence among older women
- * Intervention with heterosexual couples at high risk for HIV
- * Telephone support groups for patients and families coping with life-threatening illness

FRED SSEWAMALA. *Associate Professor of Social Work*

B.A., Makerere University, Uganda; M.S.W., Ph.D., Washington University.
fs2114@columbia.edu, (212) 854-7884

Professional Interests:

- * International Social and Economic Development
- * Anti-Poverty Policies [with emphasis on asset-building and asset-based policies, such as microentrepreneurship, homeownership & Individual Development Accounts (IDAs)]
- * Gender and Development
- * Comparative Social Welfare Policy
- * Evaluative Research
- * Creating asset ownership opportunities among orphaned children in Sub-Saharan Africa
- * Civil society, civic participation, and social networks

Current Research:

- * Integrating Savings and Credit.
- * The SUUBI Program: Creating Asset-Ownership Opportunities and Health Promotion among Orphaned Children in Uganda
- * SEED Uganda: Asset-Ownership Development among Orphaned Children in Uganda
- * Institutional determinants of saving behavior in an Individual Development Account (IDA) program

JULIEN TEITLER. *Associate Professor of Social Work.*

B.S., University of Wisconsin; M.A., Ph.D., University of Pennsylvania (sociology)
jot8@columbia.edu, (212) 851-2376

Professional Interests:

- * Adolescent transitions
- * Effects of parent behaviors on children
- * Social inequality

Current Research:

- * Fragile families and welfare reform
- * Pathways to child health
- * New York social indicators survey

- * Family policy
- * Welfare reform
- * Research methods

- * Survey of parents and youth (SPY)

JANE WALDFOGEL. *Professor of Social Work*
 B.A., Radcliffe, magna cum laude; M.Ed., Ph.D., Harvard
 jw205@columbia.edu, (212) 851-2408

Professional Interests:

- * Social policy, including:
 - o The impact of public policies on child and family well-being
 - o Comparative Social Welfare policy
 - o Child protective services and child welfare policy

Current Research:

- * Economic status, public policy, and child neglect
- * State early childhood education and care policy regimes and the labor supply of mothers
- * Inequality in early childhood care and education

SUSAN S. WITTE. *Associate Professor of Social Work*
 B.A., Duke University; M.S.W., University of Connecticut; Ph.D., Columbia University
 ssw12@columbia.edu, (212) 851-2394

Professional Interests:

- * HIV/AIDS interventions with individuals, couples and families
- * Substance abuse and violence prevention
- * Female-initiated STD/HIV barrier methods
- * Families affected by HIV/AIDS, substance abuse, and interpersonal violence
- * Intervention research
- * Generalist practice

Current Research:

- * Social Intervention Group
- * Developing a brief intervention to reduce alcohol and concurrent HIV/STI risk behaviors among street sex workers in Mongolia
- * Design of HIV prevention for drug-involved women exchanging street sex
- * Female condom use among urban populations
- * Defining fatherhood among drug dependent men
- * HIV prevention with African American, HIV-affected heterosexual couples

ELWIN WU. *Associate Professor of Social Work*
 B.A., Case Western Reserve University; M.S., Columbia University; Ph.D., Harvard University
 ew157@columbia.edu, (212) 851-2397

Professional Interests:

- * Offenders and individuals involved with the criminal justice system
- * Comorbidity of substance abuse, violence and sexual risk behavior
- * Social networks
- * Services research
- * Intervention research
- * Individual, couple and group interventions for lesbian, gay, bisexual and transgender communities
- * Neuroscience/neurobiology of behavior

Current Research:

- * Social Intervention Group
- * Center for Intervention and Prevention Research on HIV and Drug Abuse
- * Service use among men on methadone committing partner violence
- * Service use, program outcomes and pro-social change among participants in alternatives to incarceration
- * Preventing HIV and other STDs among drug-involved women
- * HIV/STD risk reduction for African American couples
- * HIV/STI prevention for drug-involved couples
- * NIDA SWRD programs' promising new investigators meeting
- * Combined treatment of alcohol dependent women with PTSD

MARIANNE R. YOSHIOKA. *Assistant Dean for Academic Affairs and Associate Professor of Professional Practice*
 B.A., Western Ontario; M.S.W., University of Michigan; Ph.D., Florida State
 mry5@columbia.edu, (212) 851-2252

Professional Interests:

- * Intervention design and development
- * Culturally appropriate practice
- * Domestic violence and immigrant women
- * HIV
- * Substance abuse

Current Research:

- * The Peer Assistance Project: Improving service linkages for Cambodian women living with violence

ALLEN ZWEBEN. *Associate Dean and Professor of Social Work*

B.A., Hunter College; M.S.W., Yeshiva University; Certificate in Advanced Social Welfare and D.S.W., Columbia University

az173@columbia.edu, (212) 851-2387

Professional Interests:

- * Substance abuse interventions
- * Combining medication and behavioral therapy for alcohol problems
- * Motivational enhancement therapy
- * HIV risk reduction
- * Patient-treatment matching
- * Brief intervention
- * Screening, assessment and diagnosis of substance use problems
- * Composite outcome measures
- * Health disparities

Frequently Asked Questions about the Doctoral Program

Q: What is the difference between the Master's in Social Work (MSW) program at Columbia and the doctoral (Ph.D.) program?

A: The MSW program is the entry-level graduate degree for those students who plan to become practitioners providing direct social work services to client populations, performing agency-based administrative, advocacy or policy functions. The majority of our MSW graduates go on to provide their services in an agency-based setting. By contrast, the doctoral program is primarily designed to train researchers and scholars in social work and social welfare who will contribute to knowledge development advancing work of the profession and its practitioners.

Q: What types of careers do your program's graduates pursue?

A: The majority of the doctoral program's graduates accept positions conducting research and/or teaching in universities and research institutions throughout the world. Other graduates choose to join governmental organizations or think tanks that conduct relevant social policy research and analysis. A few opt to re-enter the social services field in an executive capacity. All said, the current job market for the social work student with a doctorate is excellent -- there are diverse opportunities and many of them.

Q: What are the basic requirements for entering the doctoral program?

Applicants to the CUSSW Doctoral Program must meet the following requirements:

- ❖ Attainment of a Masters degree. An MSW is required for applicants to the Advanced Practice method.
- ❖ Excellent undergraduate and graduate academic records.
- ❖ Demonstrated competence to undertake independent research.
- ❖ Satisfactory scores on the Graduate Record Examination (GRE).
- ❖ For those applying to the Advanced Practice method, a minimum of two years of post-Masters direct practice experience is strongly preferred.

Q: Do you accept part-time students? What about students wishing to take courses on a non-matriculated basis?

A: Unfortunately, we do not accept part-time students. The doctoral program's graduation requirements are both demanding and time-consuming, requiring students to devote nearly two years full-time to the program's coursework alone, followed by work on the dissertation. There are two courses that students may take on a non-matriculated basis -- a course on the history and philosophy of social welfare, and an introductory research methods course. Please contact the doctoral program if you would be interested in receiving a non-matriculated student application. Applicants should be aware that admission on a non-matriculated basis is no guarantee of admission to the full-time program, which has a rigorous and competitive admissions process all of its own. There is no financial aid available to non-matriculated students.

Q: What materials must be submitted as part of the application?

A: All of the following:

- ❖ A completed general application form (online or paper)
- ❖ A personal statement

- ❖ Three letters of recommendation (at least two of which must be written by persons who are well-acquainted with your academic work)
- ❖ Transcripts from all undergraduate and graduate schools you have attended
- ❖ GRE scores (*sent via ETS to Institutional Code 2158, Departmental Code 5001*)
- ❖ TOEFL scores for international students whose native language is not English. The minimum eligible score on the TOEFL iBT is 100.
- ❖ Writing sample of no more than 25 pages (optional)

Q: How can I tell if I have to take the TOEFL?

A: All international students whose native language is not English must take the TOEFL exam, with the exception of students who earned their Master's degree at an institution in an English-speaking country. The minimum eligible score on the TOEFL iBT is 100. If you are uncertain of whether or not you need to take this test, please contact us.

Q: What are your minimum required scores on the GRE?

A: The doctoral program does not employ a minimum "cut-off" score on the GRE. Instead, our admissions committee uses the GRE as one useful tool among many to evaluate each applicant. A student's personal statement, references, and academic transcripts are also crucial determining a candidate's potential for admission. However, it goes without saying that a strong score does strengthen your application.

Q: Where should I have my GRE scores sent?

A: You should request that ETS send your GRE scores to the Columbia University School of Social Work (Institutional Code **2158**, Departmental Code **5001**). Please note that your scores should *not* be sent to the Columbia University Graduate School of Arts and Sciences as they do not review applications for the School of Social Work.

Q: I have taken high-level graduate courses in social work (or a related discipline) from another school. Is there a possibility that I can transfer these credits toward the Columbia program?

A: Because of the specialized nature of our curriculum, we tend to only waive introductory level statistics and research courses. Please note, however, that while *classes* are waived, required *credits* are waived only in exceptional circumstances. In the majority of scenarios, students are allowed to waive out of introductory level courses in order to take more advanced course work. To waive a class, you must submit a syllabus from the equivalent class you have taken and discuss the waiving with the Columbia professor teaching the course.

Q: When is the application due?

A: All admissions materials (including test scores, transcripts and recommendations) must be postmarked by **January 2**. Late applications will not be accepted. Early submissions are encouraged. Our online application generally goes live in September of each year.

Q: Do you offer rolling admissions?

A: The doctoral program does not offer rolling admissions. All admissions materials must be postmarked by **January 2** in order to be eligible for review.

Q: How much does it cost to apply?

A: Paper-based applications require a fee of \$225. Online applications require a fee of \$65.

Q: How can I be sure that all my application materials have been received?

A: We thoroughly account for all the admissions materials that arrive for each applicant. If something from your application is missing, we will either call or e-mail you in order to let you know what we need. You will receive one notification of missing materials, after which point you will be wholly responsible for following

up on missing items. If you have not received communication from us within a couple of weeks of submitting your application, however, we encourage you to contact the doctoral office to confirm completion.

Q: Is it possible to send in my application materials in several installments?

A: Applicants should be aware of the fact that we will not process incomplete applications. Until all of the above-mentioned components of the application are received, your application will not move on to the admissions committee. We suggest that you send all the materials you can in one mailing, so that the time it takes to process your application is significantly lessened. Remember that you will have to rely upon outside sources for portions of your application. Therefore, we strongly advise that you take the GRE and ask for your recommendations well in advance of applying to the program.

Q: When should I expect to hear about my admissions decision?

A: You should expect to hear from us sometime in March or early April. The specific date varies from year to year because the number of applicants differs. Be assured, however, that we will inform you of your decision in as timely a manner as possible.

Q: What financial aid is available to students?

A: The Doctoral Program offers competitive funding packages to accepted students requesting financial aid. The funding packages available from the doctoral program include tuition remission as well competitive stipends earned through guaranteed placement in graduate research or teaching assistantships. In addition, students may be eligible for a variety of grants, and scholarships. Applicants to the program should be advised that there is no formal financial aid form to complete, but that they should indicate on their applications that they wish to be considered for financial aid from the doctoral program.

Q: How hard is it to get in to the program?

A: Each year, we attract a very strong pool of applicants with diverse talents and research interests. Unfortunately, the number of quality applicants invariably exceeds the number of available spots that we have in the incoming cohort, and our applicant pool has become increasingly competitive over the last several years. Although each year's applicant pool is unique, we continually work to recruit the most academically promising, diverse and well-rounded cohort possible. We encourage you to apply and wish you the best as you contemplate your decisions regarding your doctoral education.

Q: Where should I direct my other questions about the doctoral program?

A: If you still have any questions, feel free to contact the doctoral office. We'll be glad to help.

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