



# **GLOBAL COLLEGE OF SOCIAL WORK AND DEVELOPMENT**

## **ADMISSION FORM**

### **Information and Instructions for Applicants**

Admission of Students is on-going into the **Diploma, Advanced Diploma, Higher Diploma, Postgraduate Diploma, Graduate Specialist Diploma, MSW, DSW, DfSW, and Short Programmes**. Please check our website <http://www.globalcollegeofsocialwork.org.ng> for information on these programmes.

#### **Admission**

These programmes admits qualified domestic students (Nigerian citizens or permanent residents) and international (Visa) students wishing to pursue any of these programmes in Social Work. Admission criteria include the following:

- WASSCE/NECO/GCE for Diploma programme (DipSW)
- DipSW or equivalent in Social Work, Social Welfare, etc for Advanced Diploma and Higher Diploma (HDipSW)
- HDipSW/BSc/BA in Social Work for Postgraduate Diploma, Graduate Specialist Diploma (PGDipSW/GSDip)
- HDipSW/BSc/BA/PGDip in Social Work, Social Welfare, etc for MSW programme
- A good Masters degree (MSW/MSc) in Social Work or equivalent qualifications or a Masters degree (MSc/MA, etc) in any related field plus the College PGDip/GSDip or equivalent from recognized institutions for admission into DSW and DfSW programmes.
- Statement of Interest for MSW, DSW and DfSW programmes.
- Research Proposal for DSW and DfSW programmes
- Practice and educational experience demonstrating capacity to engage in a research-oriented Postgraduate programmes within the context of social work specializations.
- Curriculum vitae
- Sole or co-authored samples of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper
- Three letters of reference (academic, professional and employment references)

#### **Completing the Application**

Read all of the enclosed instructions carefully. You must assemble all relevant documentation and forward one complete package to the Office of the Registrar at the address given below. The Application Form must be typed or handwritten in upper cases. Answer each question, and enter N/A if a question is not applicable.

Once completed, the Application Form and all relevant documentation must be forwarded to:

**The Office of the Registrar,  
Global College of Social Work and Development,  
Plot 100, Oshodi Expressway,  
Beside First Bank Building, Near Cele Bus Terminal,  
Lagos, Nigeria.**

Acknowledgment of Application and Notification of admission decisions are sent to your identified mailing address or through your telephone line. Please inform the Office of the Registrar, of any change of address.

### **Application Forms**

You must complete and submit the Application for Admission to the College.

This **Application/Admission Form** can be **Downloaded** from our website: **[www.globalcollegeofsocialwork.org.ng](http://www.globalcollegeofsocialwork.org.ng)**; completed and submitted to the Office of the Registrar OR applicants can directly **Apply Online**. Application fee must be paid directly to the **College Account** (please collect the bank details from the Office of the Registrar or the Account Section) or **Pay Online**, generate and attach a copy of the evidence of payment to your application.

### **Transcripts**

Hard or Electronic Copy of your Transcripts from your undergraduate, graduate and postgraduate programmes of study must be submitted. Instruct your institution to forward your **Official Transcript** in sealed and signed envelope directly to the:

**The Registrar,  
Global College of Social Work and Development,  
Plot 100, Oshodi Expressway,  
Beside First Bank Building, Near Cele Bus Terminal,  
Lagos, Nigeria.**

If you were a student of the College, we will retrieve your transcripts so no submission is required from this category of applicants but you must still submit transcripts from other programmes. Transcripts in languages other than English must be accompanied by a certified literal translation.

### **Reference Forms**

You are to submit three (3) completed reference forms along with your application package: one each from academic, professional and employment where you have worked and you are known well enough to appraise your suitability for higher education in Social Work and Development. Instruct referees to complete the reference form and return them to you in sealed and signed envelopes with their signatures across the flap of the envelopes and **MUST NOT** be opened. **Personal references (i.e., friends or family) are not acceptable.**

Please note: The Reference Forms are available/downloadable from our website: **[www.globalcollegeofsocialwork.org.ng](http://www.globalcollegeofsocialwork.org.ng)** along with the **Application Form**. Please ensure you use the reference forms available in the Application Package.

### **Statement of Interest (one-page):**

Provide a **Statement of Interest** that addresses why you wish to pursue any of these programmes: **MSW, DSW** and **DfSW** at the **College**. Additionally, discuss your plan to complete the programme requirements within an expected time frame.

### **Research Proposal (7-10 pages) for MSW, DSW and DfSW**

Provide an original work that demonstrates your academic abilities and potential in the form of a **research proposal**.

Please include the following:

- A statement of an issue you believe is in need of scholarly research with an accompanying rationale.
- A scholarly literature review that identifies gaps in research.
- Research questions and/or hypotheses derived from the literature review that may serve to frame your study.
- A potential methods strategy for conducting your study (e.g. qualitative, quantitative, or mixed design, sample, data collection and data analysis).
- The anticipated contribution of your proposed study to social work knowledge development, social policy and intervention.
- A reference list.

**Your proposal must be typed, double-spaced, 12 pt. font, and in APA format (6<sup>th</sup> ed.)**

### **Curriculum Vitae**

Provide a detailed CV which includes your post-secondary education, experience in social work and development (including paid, volunteer, full /part time, international and practicum/internship), research experience, presentations, scholarship awards, professional publications, reports (research or technical), presentations at scholarly conferences, publications.

### **Writing Sample**

Provide a sole authored or co-authored sample of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper.

### **Language Requirements**

Proof of language proficiency is not required if English is the applicant's first language or if the applicant has completed at least four years of advanced full-time study at an accredited tertiary institutions in a country where English is the language of instruction. Where the above criteria are not met, you **require one** of the following:

- a TOEFL score of 600 (paper-based) or 250 (computer-based) or 100 (Internet-based);
- an IELTS score of 7.0;
- English Language Proficiency Certificate/Equivalents
- A Graduate Record Examinations (**GRE**) general test.

### **Offers of Admission**

Offers of Admission are made by the Admission Committee, College. Correspondence with a faculty member, department or school does not constitute approval for admission. All offers of admission are valid only for the term of entry indicated on the offer. Offers will be one of the following types:

1. Final - When all of the application materials have been submitted and reviewed by the admissions committee, successful applicants will be issued a final offer of admission.
2. Conditional – If a conditional offer of admission is made, the offer will specify the conditions that must be met before an applicant can begin the programmes.

# GLOBAL COLLEGE OF SOCIAL WORK



## GLOBAL COLLEGE OF SOCIAL WORK AND DEVELOPMENT

Matric No. \_\_\_\_\_

For office use only:

WASSCE/GCEC- GPA \_\_\_\_\_

BSW/BSc/BA- GPA \_\_\_\_\_

MSW/MSc/MA- GPA \_\_\_\_\_

DSW/PhD - GPA \_\_\_\_\_

### APPLICATION FOR ADMISSION

Please fill this form (typed or handwritten in upper case) and give all data requested. Mail to the address provided in the instructions document.

**PERSONAL DATA** [As its appears on the transcripts and other official documents]

Surname: ( <input type="checkbox"/> <input type="checkbox"/> M <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> )		First Name:		Others:	
Date of Birth: _____		Place of Birth: _____		Primary Language: _____	
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>			
Religious Affiliation		Christian <input type="checkbox"/> Islam <input type="checkbox"/> Others <input type="checkbox"/> (Please specify) _____			
<i>(Only for statistical analysis only, it is not used in the admissions process and will have no bearing on your admission status)</i>					
<b>Permanent Mailing Address:</b>					
Street		City/State		Postal Code	Country
Home Phone		Work Phone		Cell Phone	
Email: _____					
Country of Citizenship		<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Other _____			
<i>If not Nigerian, state proposed status in Nigeria</i>					
Country of Birth		Languages Spoken (underline native tongue)			
English Language Proficiency: <input type="checkbox"/> TOEFL Date/Score <input type="checkbox"/> ELTS Date/Score <input type="checkbox"/> GRE Date/Score					

**Educational History:**

List below every college and university you have attended or are currently attending. Omitting a prior college or university from this list may result in denial of admission. Contact the Registrar's office at each of these institutions and have your official transcripts sent directly to: The Registrar, Global College of Social Work and Development, Nigeria.

College/University	Country	State	City	Enrolled				Diploma/ Degree & Date
				From		To		
				Month	Year	Month	Year	

**Work Experience:**

List of appointments in the past five years. (In reverse chronological order)

Post	Employer	Dates

Use a separate page for additional information

List all your professional credentials and licenses if applicable:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**In case of emergency, the University may contact:**

Surname \_\_\_\_\_ First \_\_\_\_\_ Others \_\_\_\_\_

Mailing or Street Address  
\_\_\_\_\_

Country \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_

Phone No.  
\_\_\_\_\_

(include area code/international access code) Home Phone No. Mobile Phone No.

**Additional Information:**

Preferred Module / Enrolment Session:

Regular (Sept - April)  Summer Session (May - August)  DDL Module (Sept - April)

References			
Academic (Reference 1) - Name	Address	Telephone	Years Known
Professional (Reference 2) - Name	Address	Telephone	Years Known
Employment [Paid or Voluntary] (Reference 3) - Name	Address	Telephone	Years Known

I understand that all application materials become the property of the College. I hereby certify that all statements are correct and complete including my declaration of status in Nigeria. I understand that I may have to provide documentation at some future date to substantiate my claim and that any misrepresentation of this data may result in the cancellation of my admission or registration status.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please attach your:**

- Curriculum vitae
- Statement of interest
- Research proposal
- Professional or academic writing sample. Provide a sole authored or co-authored sample of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper.

**NOTICE OF DISCLOSURE  
CONFIDENTIALITY AND USE OF PERSONAL DATA**

The personal information collected on this form is being collected under the authority of the College Establishment Law. This collection is in compliance with the Freedom of Information and Protection of Privacy Act of the Federal Republic of Nigeria.

The purpose of this data collection is related directly to and needed by the College to administer the College / students relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements.

Data collected on this form will be disclosed and used by the administrative office personnel for record-keeping; for academic counseling, etc.

## Application Checklist

The applicant is responsible for collecting **all** required materials and forwarding them to the Office of the Registrar for consideration. An application of admissions consists of the following items (Information and Instruction for Applicant):

- A completed online Application, required by the College. This includes the application fee.
- Two official transcripts consisting of the undergraduate, graduate and postgraduate programs of study (in sealed and signed official envelopes) OR one electronic copy.  
Note requirement:  
\*Completion of WASSCE, Diploma, Higher Diploma, Bachelor's and Master's degree in Social Work and Development from an accredited university/polytechnic, etc or equivalents.  
\*Completion of WASSCE, Diploma, Higher Diploma, Bachelor's/Higher Diploma and Master's degree in related field from an accredited university/polytechnic, etc plus College Postgraduate Diploma or equivalents.
- Three Reference Forms consisting of academic, professional and employment referees. Forms are to be received in sealed envelopes and signed across the seal by referees.
- A completed Application for Admission to any of the Programmes required by College.
- A detailed CV which includes your post-secondary education, experience in social work (including paid, volunteer, full /part time, international and practicum/internship), research experience, presentations, scholarship awards, professional publications, reports (research or technical), presentations at scholarly conferences, publications, etc.
- A minimum record of 600 (paper based) or 250 (computer based) TOEFL score or an IELTS score of 7 if required or any other English Language Proficiency Certificate.
- A Statement of Interest
- A Research Proposal
- A sample of professional or academic writing.
- The Admission Policy Statement page returned with your signature and the current date.

All the above required materials should be sent in one package to the following address:

**The Registrar,  
Global College of Social Work and Development,  
Plot 100, Oshodi Expressway,  
Beside First Bank Building, Near Cele Bus Terminal,  
Lagos, Nigeria.**

Questions from foreign students regarding the application should be directed to the:

**The Registrar,  
Global College of Social Work and Development,  
Plot 100, Oshodi Expressway,  
Beside First Bank Building, Near Cele Bus Terminal,  
Lagos,  
Nigeria.  
T: +234 9022615216;  
E: [info@globalcollegeofsocialwork.org.ng](mailto:info@globalcollegeofsocialwork.org.ng)  
E: [admissions@globalcollegeofsocialwork.org.ng](mailto:admissions@globalcollegeofsocialwork.org.ng)  
W: [www.globalcollegeofsocialwork.org.ng](http://www.globalcollegeofsocialwork.org.ng)**





# GLOBAL COLLEGE OF SOCIAL WORK AND DEVELOPMENT

## ACADEMIC REFERENCE FORM 1

THIS REFERENCE FORM IS TO BE RETURNED TO THE APPLICANT IN A SEALED ENVELOPE WHICH THE REFEREE SHOULD SIGN ACROSS THE FLAP. APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL DOCUMENTS TO THE GLOBAL COLLEGE OF SOCIAL WORK & DEVELOPMENT.

Applicant's Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

Student Number *[if previously a student of the College]:* \_\_\_\_\_

Referee's Name

Position: \_\_\_\_\_

Referee's Address: \_\_\_\_\_

Referee's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Capacity in which you have known the applicant: \_\_\_\_\_

Number of years you have known the applicant: \_\_\_\_\_

**To be completed by Academic Referees only. [Please check (X) the appropriate response.]**

1. I have known the applicant as:  an undergraduate student,  
 a graduate student  
 a teaching assistant,  
 other (specify) \_\_\_\_\_

2. I have served as the applicant's:  
 department chair,  
 research supervisor  
 instructor in one class,  
 instructor in two or more classes

3. If the applicant applied to your own graduate program, would you recommend his/her admission?  
 without reservation,  with some reservation (specify),  
 not at all,  no comparable program exists

4. Does the academic record fairly reflect the applicant's ability?  
 Yes  No (if no give details)

**To be completed by all Referees [Please check (✓) the appropriate response]**

In comparison with other individuals at the applicant's level with whom you have been associated, rate the applicant with respect to the following categories. Please indicate the group with which you are comparing the applicant:

Criteria / Attributes	Outstanding Top 5%	Above Average Top 25%	Average 50%	Below Average 50%	Unable to Rank
Academic potential					
Research potential					
Research Skills					
Teaching potential					
Leadership potential					
Creativity					
English Proficiency - oral					
English Proficiency - written					
Service to community/profession					
Motivation for proposed program of study					
Ability to respect differences					
Ability to work collaboratively					
Personal suitability for program of study					
Overall Rating					

5. Please provide a written statement, on a separate page, of your perceptions of the applicant's aptitude for higher studies with respect to the following:

- a. Major strengths;
- b. Research potential;
- c. Teaching potential;
- d. Potential for leadership in the development of knowledge in social work.

Completion of this reference form is a necessary as part of the application to higher studies at Global College of Social Work & Development. The Admission Office places a great deal of importance on these confidential recommendations and we appreciate your assistance in evaluating this applicant. The evaluation will be used only for admission purposes.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **NOTICE OF DISCLOSURE**

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Data collected on this form will be disclosed and used by administrative office personnel for student record-keeping; for academic counselling.



# GLOBAL COLLEGE OF SOCIAL WORK AND DEVELOPMENT

## PROFESSIONAL REFERENCE FORM 2

THIS REFERENCE FORM IS TO BE RETURNED TO THE APPLICANT IN A SEALED ENVELOPE WHICH THE REFEREE SHOULD SIGN ACROSS THE FLAP. APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL DOCUMENTS TO THE GLOBAL COLLEGE OF SOCIAL WORK & DEVELOPMENT.

Applicant's Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

Student Number *[if previously a student of the College]:* \_\_\_\_\_

Referee's Name

Position: \_\_\_\_\_

Referee's Address: \_\_\_\_\_

Referee's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Capacity in which you have known the applicant: \_\_\_\_\_

Number of years you have known the applicant: \_\_\_\_\_

**To be completed by Professional Referees only. [Please check (X) the appropriate response.]**

1. I have known the applicant as:  an undergraduate student,  
 a graduate student  
 a teaching assistant,  
 other (specify) \_\_\_\_\_

2. I have served as the applicant's:  department chair,  
 research supervisor  
 instructor in one class,  
 instructor in two or more classes

3. If the applicant applied to your own graduate program, would you recommend his/her admission?  
 without reservation,  with some reservation (specify),  
 not at all,  no comparable program exists

4. Does the academic record fairly reflect the applicant's ability?  
 Yes  No (if no give details)

**To be completed by all Referees [Please check (✓) the appropriate response]**

In comparison with other individuals at the applicant's level with whom you have been associated, rate the applicant with respect to the following categories. Please indicate the group with which you are comparing the applicant:

Criteria / Attributes	Outstanding Top 5%	Above Average Top 25%	Average 50%	Below Average 50%	Unable to Rank
Academic potential					
Research potential					
Research Skills					
Teaching potential					
Leadership potential					
Creativity					
English Proficiency - oral					
English Proficiency - written					
Service to community/profession					
Motivation for proposed program of study					
Ability to respect differences					
Ability to work collaboratively					
Personal suitability for program of study					
Overall Rating					

5. Please provide a written statement, on a separate page, of your perceptions of the applicant's aptitude for higher studies with respect to the following:

- a. Major strengths;
- b. Research potential;
- c. Teaching potential;
- d. Potential for leadership in the development of knowledge in social work.

Completion of this reference form is a necessary as part of the application to higher studies at the Global College of Social Work & Development. The Admission Office places a great deal of importance on these confidential recommendations and we appreciate your assistance in evaluating this applicant. The evaluation will be used only for admission purposes.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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# GLOBAL COLLEGE OF SOCIAL WORK AND DEVELOPMENT

## EMPLOYMENT REFERENCE FORM 3

THIS REFERENCE FORM IS TO BE RETURNED TO THE APPLICANT IN A SEALED ENVELOPE WHICH THE REFEREE SHOULD SIGN ACROSS THE FLAP. APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL DOCUMENTS TO THE ISOWN COLLEGE OF SOCIAL WORK

Applicant's Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

Student Number *[if previously a student of the College]:* \_\_\_\_\_

Referee's Name

Position: \_\_\_\_\_

Referee's Address: \_\_\_\_\_

Referee's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Capacity in which you have known the applicant: \_\_\_\_\_

Number of years you have known the applicant: \_\_\_\_\_

**To be completed by Employment Referees only. [Please check (X) the appropriate response.]**

1. I have known the applicant as:  
 an undergraduate student,  
 a graduate student  
 a teaching assistant,  
 other (specify) \_\_\_\_\_
  
2. I have served as the applicant's:  
 department chair,  
 research supervisor  
 instructor in one class,  
 instructor in two or more classes
  
3. If the applicant applied to your own graduate program, would you recommend his/her admission?  
 without reservation,  with some reservation (specify),  
 not at all,  no comparable program exists
  
4. Does the academic record fairly reflect the applicant's ability?  
 Yes  No (if no give details)

**To be completed by all Referees [Please check (✓) the appropriate response]**

In comparison with other individuals at the applicant's level with whom you have been associated, rate the applicant with respect to the following categories. Please indicate the group with which you are comparing the applicant:

Criteria / Attributes	Outstanding Top 5%	Above Average Top 25%	Average 50%	Below Average 50%	Unable to Rank
Academic potential					
Research potential					
Research Skills					
Teaching potential					
Leadership potential					
Creativity					
English Proficiency - oral					
English Proficiency - written					
Service to community/profession					
Motivation for proposed program of study					
Ability to respect differences					
Ability to work collaboratively					
Personal suitability for program of study					
Overall Rating					

5. Please provide a written statement, on a separate page, of your perceptions of the applicant's aptitude for higher studies with respect to the following:

- a. Major strengths;
- b. Research potential;
- c. Teaching potential;
- d. Potential for leadership in the development of knowledge in social work.



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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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