

MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras – NAAC Accredited with A+ Grade)

DEPARTMENT OF SOCIAL WORK

MASTER OF SOCIAL WORK PROGRAM (SELF FINANCED)

ADMISSION INSTRUCTIONS FOR PROVISIONAL SELECTED CANDIDATES

Greetings from Department of Social Work, Master of Social Work Program (SF), Kindly go through the following instructions carefully for a smooth admission process.

- Selected candidates need to pay fees online **on or before 01st August 2022 (Monday)**.
- Fees must be paid **ONLINE** (Full Fees or First Installment) - For details refer website.
- The **Fee Payment Link** will be available in the **Selected Candidates login**.
- Fee not paid within the specified deadline (**01st August 2022**) will result in cancellation of the provisional selection.
- **PROGRAM SLIDING** - Candidates who have already been provisionally admitted in any other program, if selected in MSW-SF Program can use the **sliding** option by emailing the details to **Dr. Damen Queen, Program Head (prof.damen@mssw.in)** for further processing. Such candidates must report to the department of the specified above mentioned date for Provisional Admission in MSW-SF Program.
- After payment of the fees online, E-Mail the acknowledgement of the payment receipt / transaction details to the Program Head (prof.damen@mssw.in) for further processing.
- Once fee is paid, Provisional Admission to the program will be confirmed which is subjected to submission of all the necessary **original documents**. (10th, 12th and UG - all semester mark sheets, Transfer Certificate and Community Certificate, etc.)

- Candidates who paid the Fee must report to the department in person on **01st August 2022 (Monday) between 11 AM to 12.30 PM**, submit all the Original Certificates, Photocopy of Fee Payment Receipt and Collect the **Provisional Admission Letter** duly signed by Principal.
- Candidates from other than University of Madras must produce **Eligibility Certificate** obtained from University of Madras.
- Admitted candidates must produce any pending original certificates for further processing of admission as soon as the college opens.
- For Provisionally Admitted Candidates, the **College starts on Campus** from **3rd August 2022 (Wednesday)**. Everyone must report on the College opening day.

Instructions for Waiting List Candidates

- Depending on the number of seats available after admitting candidates from the Fifth Selection List, the **Sixth Provisional Selection List** will be posted on **01st August 2022 (Monday) around 5 PM**. Check the college website for further information and necessary action.
- Kindly go through the Admission Instructions for the Provisional Selected Candidates and be prepared for the due admission process in the event of Second Waiting List candidates being selected for Provisional Admission based on the availability of seats.

For any clarifications contact,

Dr. J. Damen Queen,

Assistant Professor & Program Head

Department of Social Work, Master of Social Work Program (SF)

Madras School of Social Work

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