

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 27th June 2023 (Tuesday) 1.30 p.m.**
- 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 (**27th June 2023**) will result in cancellation of the provisional selection.
- 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 **27th June 2023 (Tuesday) at 1:30 PM**, submit all the Original Certificates, Photocopy of Fee Payment Receipt and to Collect the **Provisional Admission Letter** duly signed by Principal.
- Candidates from other than Madras University must produce **Eligibility Certificate** obtained from University of Madras.(at the time of admission or as soon as college opens.)

- 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 from 17th July 2023**. Everyone must report on the College opening day.

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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