

# 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 MENTAL HEALTH/ CHILDREN AND FAMILIES

#### ADMISSION INSTRUCTIONS FOR PROVISIONAL SELECTED CANDIDATES:

Kindly go through the following instructions carefully for a smooth admission process.

- Selected candidates need to pay fees online **on or before 24<sup>th</sup> June 2024 (Monday) before 2:00 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 (**24<sup>th</sup> June 2024 – 2:00 p.m**) 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](mailto: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**. (10<sup>th</sup>, 12<sup>th</sup> 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 **24<sup>th</sup> June 2024 (Monday) at 2:00 PM**, submit all the Original Certificates, Photocopy of Fee Payment Receipt and to collect the **Provisional Admission Letter** duly signed by the Principal.

- Admitted candidates must produce any pending original certificates for further processing of admission as soon as the college opens.

For any clarifications contact,

**Dr. J. Damen Queen,**

Associate Professor & Program Head

Master of Social Work- Mental Health/ Children and Families (SF)

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