

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) - ADMISSION 2025

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 17th June 2025 (Tuesday) before 11:00 a.m.**
- Fees must be paid **ONLINE** (As per the prospectus) - For details refer website.
- The **Fee Payment Link** will be available in the **Selected Candidates login**.
- Fee not paid within the specified deadline (**17th June 2025 – 11:00 a.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) 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 **17th June 2025 (Tuesday) at 11:00 AM**, 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.

Instructions for Waiting List Candidates

- Depending on the number of seats available after admitting candidates from the First Selection List, the First Waiting List candidates will be considered for provisional admission through a Second Provisional Selection List.
- The **Second Provisional Selection List** will be posted on **17th June 2025 (Tuesday) around 12:30 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 First Waiting List candidates being selected for Provisional Admission based on the availability of seats.

For any clarifications contact,

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