California State University, Sacramento (CSUS)  
Division of Social Work  
Master of Social Work Program (MSW)  

Instructions for Applicants to the Master of Social Work Program Fall 2016  

Mail* or Drop-Off Complete Application Packet to:

California State University, Sacramento  
Division of Social Work  
Mariposa Hall – Room 4010  
6000 J Street  
Sacramento, CA 95819-6090  

Due Friday, January 15, 2016 by 4:00pm  

*Must be post-marked January 15, 2016 or earlier.  
Including all mail: US Mail, Express US mail, FedEx, UPS
Follow These Steps To Apply:

1. Apply to the University (Office of Graduate Studies) via the CSU Mentor application  -DUE JANUARY 15, 2016
   - Questions regarding the CSU Mentor application can be directed to CSUS Office of Graduate Studies (OGS). Please review the OGS website for additional information at: Office of Graduate Studies website
   - When you are completing the CSU Mentor, you will encounter the “Statement of Purpose” section. You may write in that your purpose is to earn your Masters of Social Work.
   - For information on submitting OFFICIAL transcripts to OGS, click here
   - If you currently attending or graduated from CSUS, you do not need to submit OFFICIAL transcripts to OGS
   - Be sure to print a copy of the confirmation email (when available).
   - Click here to go to the CSU Mentor application: CSU Mentor Application.

   - Please review the information below that may be helpful and answer some of the most common questions:
     - Be sure to thoroughly review the information on the MSW application website, MSW FAQ page, and these instructions prior to submitting your application packet.
     - Provide all the information requested. Please staple documents separately - do not use paper clips/clamps. Place all application materials in a 10X13 clasp envelope or similar (no binders or folders).
     - Applications can be completed on the computer (preferred) or handwritten. You may adjust the size of text boxes if more space is needed. Be sure any handwritten information is written clearly and legibly.
     - We will be in contact with you via email. Be sure to include an email address you check regularly and write/type the address clearly and without errors on your application.
     - Mail or drop-off the complete application packet at the address on the previous page. Please note that all MSW application materials must be received by the application deadline in order to be reviewed. Incomplete applications will not be reviewed.

Additional Information for the MSW Application

**GRE Analytical Writing Score**
To be considered for Fall 2016 admissions to the Masters of Social Work program, your GRE analytical writing score is required, and must be submitted with your MSW application. All interested applicants may obtain testing information and locations, including sample materials at: http://www.ets.org/gre/revised_general/register/centers_dates/.

**Reference Forms**
Three Reference Forms – Be sure to fill-out the top portion of the Reference form with your information. Give the form to your referrer along with a self-addressed, stamped envelope. Be sure your referrer understands they must mail/deliver this form to you in the sealed envelope with his/her signature across the flap. In selecting appropriate persons to write references on your behalf, please note that the purpose of the reference is to obtain an objective evaluation from
persons who have had an opportunity either to evaluate your academic work (for example, college professors) and/or your work in human services (for example, a recent supervisor or employer). Ideally references should include one academic and one professional reference the third can be either academic or professional. If you have been out of school for years you may use all professional references. **Referrers must use the CSUS Social Work reference form available on the MSW application webpage.** Referrers may include a separate letter, but it will not affect the overall score. Reference forms must be submitted with your application by January 15, 2016.

**Liberal Arts (General Education) Form - Required only if Bachelor’s is from non UC or non CSU Institution**

If your Bachelor’s degree is from a University of California or California State University this form is not required. **If your Bachelor’s degree is from any other accredited school, this form is required.** See link on the **MSW application webpage** to download the Liberal Arts (General Education) form.

**Unofficial Transcripts**

Include UNOFFICIAL transcripts from all colleges attended with your MSW application packet. Unofficial transcripts can usually be obtained easily at no cost. Even if you are current or former CSUS student you must include unofficial transcripts. This requirement for unofficial transcript should not be confused with the requirement for official transcript for the CSU Mentor application that are submitted to Office of Graduate Studies, which is a separate and different application from the Division of Social Work MSW application. If your name on your unofficial transcripts is different than the name on your MSW application, please be sure to write your correct name on the transcript.

**Optional – Printout of confirmation email for CSU Mentor application**

If you have submitted your CSU Mentor application and have received the confirmation email, please print and include in your MSW application packet. This is an optional step, not including this print-out will **not** delay application review.

**Fall 2014 & 2015 Re-Applicants**

The Social Work Admissions Office retains application material for two years. To reapply, be sure to do the following:

1. Take the GRE, and submit your score report to the Division of Social Work.
2. Submit a Fall 2016 CSU Mentor application and required documentation to the Graduate Studies Office.
3. Submit a Fall 2016 MSW Application and submit it with any other material that you would like to update in your application packet. You may reuse your Reference Forms and Unofficial transcripts only. Be sure to indicate on the Check List if you wish to use materials from your Fall 2014-15 MSW Application packet.

**Calculating GPA**

*Quarter Unit to Semester Unit Converter*

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<thead>
<tr>
<th>Quarter Units</th>
<th>Semester Units</th>
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<td>.5</td>
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<td>3.33</td>
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<td>6</td>
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Office of Graduate Studies is the final authority to verify GPA for admission to the University, however, MSW applicants need to calculate their GPA for the MSW application also. The most recent 60 cumulative semester units are used. Calculate your GPA by identifying your most recent semester units and count backwards until you get to the 60th unit. Note: all units in the semester where the “60th” unit falls must be used so you may have slightly more than 60 units. It is highly recommended to use the CSUS GPA Calculator. Click here for **CSUS GPA Calculator**.

If previous coursework used a quarter system, you will need to convert your quarter units to semester units. Use this conversion table on the left. After converting to semester units, use the CSUS GPA calculator.
Stats & Human Biology Course Requirements

Applicants may apply without having met the human biology and statistics requirement, however, you must enroll in an acceptable course and complete it with a “C” or better by August 19, 2016. If accepted into the Fall 2016 MSW program, it will be a “Conditional” acceptance. Failure to meet the condition(s) will cause your conditional acceptance to be rescinded. Conditions need to be met by August 19, 2016. See the link on the MSW webpage for a SAMPLE list of acceptable Stats & Human Biology classes. If, after reviewing the sample lists, you are still unsure whether a course meets the statistics or human biology requirement, you may send an email with the course name, university name, and course description from the university catalog to MSW Admissions, Stats Sample List, Bio Sample List.

Cultural Diversity

To earn full credit for this section, write in three or more cultural diversity courses. Examples of courses specializing in cultural diversity are available on the MSW Application FAQ webpage. If the course titles do not explicitly relate to cultural diversity (ex: Issues in Parenting or Community Support), you may choose to include the course description or a brief explanation of the cultural diversity content within the course. If, after reviewing the sample list, you are still unsure whether a course meets the Cultural Diversity Requirement, you may send an email with the course name, university name, and course description from the university catalog to MSW Admissions, Cultural Diversity Sample List.

Employment Record (paid)

Human service experience may be in mental health, health, group home, educational, recreation, child welfare or other settings but must involve social service functions such as counseling, group work, crisis intervention, advocacy, referral, provision of resources, social support, etc. Calculate total hours of paid employment experience through December 31, 2015. For employment experience, divide by 2000 hours to get full time yearly equivalent.

Volunteer (unpaid) Activities and Experience in Human Services

Please list volunteer work experience in human services programs (e.g. social welfare, education, medical, recreational). List membership, offices, and responsibilities in organizations, community activities, etc. Include current and past activities that reflect your scope of interest and participation.

Undergrad Field Placement (BSW applicants only)

If your Bachelor’s degree is in Social Work, please complete this section. If your Bachelor’s degree is in any other category, please skip this section.

Leadership Skills

Leadership roles should involve one or more of the following: initiating the development and implementation of a project or program, initiating the development of a project or program response to a specific problem or need, or carrying responsibility for the supervision of an operational unit within an organization. If possible, provide supporting documentation of your leadership positions in your materials or reference forms.

Be sure to sign and date your application!