MSW Application Cheat Sheet

**Student Information**

\*Student ID, First Name, Last Name, Middle Name, and Age are grayed out boxes that will autofill based off your Cal State Apply application

**Program Preferences**

I am applying to the:

Two Year Full-Time Program

Three Year Weekend Program (Title IV-E only)

\*The Three-Year Weekend Program is for current employees of county Departments of Social Services or public child welfare services agencies or the California Department of Social Services. Applicants must have a letter of support from their agency director.

**Advanced Standing Program**

Applicants eligible to apply for the Advanced Standing Program must have:1. Graduated from a CSWE-BSW program within the last five years,2. A 3.7 Cumulative GPA with no specific GRE Score OR received a GRE (Analytical Writing) Score of 4.5 or higher and a 3.5 Cumulative GPA.

\*The GRE is currently waived for the MSW application. To apply to the Advanced Standing program, you need to have a CSWE-BSW degree within the last 5 years and a cumulative GPA of 3.5.

**Colleges Attended**

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| **Name and Location**  ex: CSU Sacramento 6000 J Street Sacramento CA | **Mo/Yr of Attendance**  ex: 12/2020 | **Major**  ex: Social Work | **Degree Earned** example: BS or BA | **Mo/Yr Received (or expected)**  ex: 5/2022 |
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**Writing Score**

Q: **Have you completed the GRE Analytical Writing Exam?**

* This question can be skipped the GRE is waived for Fall 2023

Q: **Have you completed, or do you expect to complete a liberal arts (bachelor's) degree from a UC or CSU?**

* If you graduated (or graduating) from a CSU or UC the answer is Yes
* If you did **not** graduate (or will graduate) from a CSU or UC the answer is no and you will need to fill out a Liberal Arts form on the Cal State Apply application

Q: **Do you have or are you working towards a BSW degree?**

* Answer “yes” to this question if you have (or will have) a degree in Social Work

**Coursework Information**

**Human Biology and Stats requirement**

If your human biology and/or stats classes are not on our pre-approved courses and you have not gotten them approved, please e-mail details of the course to Kylie Agosta at [kylie.agosta@csus.edu](mailto:kylie.agosta@csus.edu) . Course description and/or syllabus will be needed to approve a course

If you still need to completed the course, enter in the information the best you can. You can put N/A for the grade at the moment, then you will send a copy of your unofficial transcript to Kylie with your updated grade

Lab portion of biology classes is **not** required

[Stats classes](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/mswdocs/msw-sample-statistics-courses.pdf) – sample list

[Biology classes](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/mswdocs/msw-sample-human-biology-classes.pdf) - sample list

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| **Class Name**  ex: Biology 7: Introduction to the Science of Biology | **Institution**  ex: CSUS | **Term/Year**  ex: Fall/2019 | **Grade**  ex: B+ | **Date of completion (or expected date)**  Ex: 12/18/2019 |
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**Cultural Diversity Courses**

Courses on special knowledge about socially and economically disadvantaged groups such as underrepresented ethnic groups, rural communities, veterans, the disabled, children/youth, gays and lesbians, transgender people, the aged, and women with unique problems.

[Cultural Diversity classes](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/culturaldiversity-msw.pdf) – sample list

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| **Class Name**  ex: WOMS 136: Gender, Race, and Class | **Institution**  ex: CRC | **Term/Year**  ex: Spring/2021 | **Grade**  ex: C | **Date of completion (or expected date)**  Ex: 5/19/2021 |
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Describe in **100 words** or less the special knowledge you have worked, interned, and/or volunteered with socially and economically disadvantaged groups such as underrepresented ethnic groups, rural communities, veterans, the disabled, people who identify as LGBTQ+, older adults, and women. Specify length of time you have in this special knowledge area. You may consider how you developed this special knowledge and how this knowledge could benefit any of these populations for the social work profession.

(100 words are about 6 lines of text in this text box)

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**Experience(s)**

**Human Service Employment Record (paid)**

List paid employment, full and part time, beginning with present or last position held. List work experience in human services programs (e.g. social welfare, education, medical, recreational, criminal justice, public health, counseling, advocacy, case management, geriatrics, community outreach/organizing, administration and faith-based). List offices, responsibilities in organizations, and time worked

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| --- | --- | --- | --- | --- |
| Name, phone number and location | Title and Duties | From | To | Hours/Week |
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* Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections

**Non-Human Services Employment Record (paid)**

list work experience in non-human services programs (e.g. customer service jobs, secretarial jobs, cashier, management positions, sales, Information Technology positions). List offices, responsibilities in organizations, and time worked. Include current and past job titles and duties

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| Name, phone number and location | Title and Duties | From | To | Hours/Week |
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* Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections

**Volunteer (unpaid) Activities and Experience in Human Services**

list volunteer work experience in human services programs (e.g. social welfare, education, medical, recreational, criminal justice, public health, counseling, advocacy, case management, geriatrics, community outreach/organizing, administration and faith-based). List membership, offices, and responsibilities in organizations, community activities, etc.

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| Organization, Phone Number, Name of Supervisor | Position | Nature of Activity | From | To | Hours/Week |
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* Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections

**Are you participating in the CSUS Social Work Summer Intensive program?**

This is for Sac State Social Work students that are completing the Summer 2024 Summer Intensive Program (SIP). If you are participating in this program check “yes”. If you are not check “no”

**Undergraduate Field Placement: BSW Applicants Only**

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| Agency | Nature of Work | From | To |
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* Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections

**Leadership**

List any leadership positions held (e.g. roles [chair, treasury, secretary] in committees, boards, or school/faith-based organizations, mentorship, management positions, coaching, supervisory roles, or any other activity that demonstrates leadership. List trainings/certificates or academic degrees in leadership. These leadership positions may include roles in public enterprises (e.g., human services, education), or private enterprises (e.g., shift leader or management positions in restaurants). Specify the length of time in positions or roles held).

(100 words are about 6 lines of text in this text box)

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Describe in 100 words or less the leadership role(s)/trainings you had that involved individuals/groups and association or assisted in resolving issues. Examples may include the responsibilities you took to mentor individuals at an organization, served as a leader on a church mission abroad or being a club officer for a college campus. Specify length of time of leadership experience held.

(100 words are about 6 lines of text in this text box)

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**Languages**

Do you speak a language other than English that will help you in serving a particular population in need of social services?

What language(s)?

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How you acquired the language skill and how will this language be used to serve the particular population:

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