COLLEGE OF HEALTH AND HUMAN SERVICES

DIVISION OF SOCIAL WORK

MSW Application

Application Overview and Instructions

Contents

Applying to the University

Cal State Apply Application

The first step to applying to the CSUS MSW program is to apply to the university through the Cal State Apply application. If you have any questions about this application, please contact the Office of Graduate Studies.

- **The Office of Graduate Studies:** https://www.csus.edu/graduate-studies/

- **How to apply:** https://www.csus.edu/graduate-studies/future-students/application-information.html

- **Future student resources:** https://www.csus.edu/graduate-studies/future-students/

The Division of Social Work **DOES NOT** require a personal statement. In the personal statement section of the application you can simply enter, "My department does not require a personal statement". Our division **DOES NOT** review the Cal State Apply application, including the personal statement section.

Due date for the Cal State Apply application is January 13,2023

Reference Forms

You will need to submit three references for your application using the Cal State Apply system. You will be able to request references through your application by entering the e-mail address to the person you would like to fill out the MSW specific evaluation form.

The reference form due date for Fall 2022 is **January 20, 2023.**

Liberal Arts Form (optional)

The Liberal Arts form is for those that did **NOT** graduate from a CSU or UC college. If that applies to you please fill out the PDF fillable form provided on Cal State Apply and submit the form along with your application.

Applicants with Foreign Documents

These instructions are for domestic U.S. applicants (US Citizens, Resident Aliens or H visa) who attended colleges/universities outside of the United States. International students (F or J Visas) must apply through International Admissions. Do NOT fill out the general graduate studies application as it will slow down your application process.

- **OGS Foreign Documents Resource Link:** https://www.csus.edu/graduate-studies/future-students/applicants-with-foreign-documents.html

International Students

Please visit the link below if you are an international applicant.

- **International Graduate Students Resource Page:** https://www.csus.edu/international-programs-global-engagement/application-admissions-process/graduate.html

Setting up SacLink e-mail account

After you submit your Cal State Apply application you will receive an e-mail, within three business days, with instructions on how to set-up your SacLink e-mail account. The e-mail will come from "CSUS Office of Graduate Studies"

The e-mail can take several days to receive and may go into your junk/spam folder.

Applying to the MSW Program

MSW Supplemental Application

After completing your application to the university and setting up your SacLink account, you will then have access to complete the MSW Program Supplemental Application. Please use the following link below the helpful tips to access and complete the application.

Helpful Tips:

- Must have SacLink account to log in

- FireFox is recommended – **do not use Safari or Edge**
- There is a 20-minute timeout. Please make sure that you are active in the application or it will not submit
- The application cannot be saved and must be completed in one sitting
- Although it cannot be saved, you can log into application multiple times so that you can review the application prior to getting your information put together
- It is best to have all your information gathered before you start. For example:
    - Transcripts
    - Work History
    - Volunteer History
    - Leadership Experience
    - College Course History
- Please complete all three tabs of the application listed across the top

Link: https://onbase.csus.edu/unity/forms/soc_msw_application.aspx

MSW application "cheat sheet" (word version of the application you can fill out and copy to your application) click here

MSW Application due January 20, 2023

Re-applicants

If you have applied to the MSW program within the last two years, there are certain materials previously submitted that you can re-use for this application cycle. If you would like to re-use any materials, please send an e-mail to Kylie Agosta **after** you submit your MSW application.

You can re-use:

- Reference forms

Kylie's e-mail: kylie.agosta@csus.edu

GRE (waived for Fall 2023)

The GRE test is waived for the MSW program.