MSW Online Application Steps
(walk-through)

Click here to visit the MSW Application page of the School of Social Work Website.

October 1, 2016 – January 5, 2017
Application Process

Step 1: Apply for admittance to the Office of Graduate Studies online and pay the application fee. The CSU Mentor application must also be completed by the MSW Application Deadline.

Step 2: Submit an online MSW application, with uploaded unofficial transcripts. Step 2 cannot be completed until an applicant has begun an CSU Mentor application.
Click here to apply to The Office of Graduate Studies through CSU Mentor

Graduate Admissions

Spring 2016 Graduate Admissions

The Office of Graduate Studies has extended the application deadline for spring 2016 admissions for many of our programs. Please contact the Office of Graduate Studies directly for new program-specific deadlines.

Please review our Programs and Coordinators listing for an overview of the admission requirements and program/department websites for supplemental application information. Applicants must apply on-line at www.csumentor.edu. Application and admission questions should be directed to the Office of Graduate Studies at 530-898-6880 or via email at graduatestudies@csuchico.edu.

International graduate applicants may contact International Student Services at 530-898-5415 or email iss@csuchico.edu.

Graduate Admissions

To be admitted to graduate and postbaccalaureate study, a student must hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or must have completed an equivalent acceptable to the Office of Graduate Studies at California State University, Chico.
IMPORTANT:

*Dates shown in this walk-through may not be current. Please follow the dates listed on the MSW Application Page.*

Click the Start or Continue Button

IMPORTANT:

If you have recently applied to graduate school through CSU Mentor and do not yet have a CSU, Chico username and password please follow these instructions.

Start or Continue an Online Application
How to set up a New Account for Graduate Applicants:

Applicants who already have a CSU, Chico account do not need create a new one.
How to Re-Apply if You Applied Last Year:

Applicants who already have a CSU, Chico account do not need to create a new one.

If you began an application during the 2015-2016 application time period, your account will need to be reset. Please provide Jenny Funk, with the following information:

- Your Name
- CSU, Chico ID Number
- Which Program you are interested in applying to: One-Year Program, Two-Year Program, or One-Year/Three-Year Distributed Learning Program

Once you provide this information, Jenny will be able to begin a new Fall 2016 – Spring 2017 Online MSW Application for you.

Need help? Please contact: Jenny Funk, ASA II, 530-898-5043, jcfunk@csuchico.edu
Please enter your campus login information.

If you do not have a campus login created yet, please visit https://swrk.csuchico.edu/ and click on the follow these instructions link:

or please return to slide #5 of this presentation for more information.

If you began an online MSW Application last year, you will need your account re-set. Please return to slide 6 for more information.
Choose one option:

- One Year
- Two Year
- One Year Distributed Learning
If you select MSW One Year, you will see this box:

If you select MSW Two Year, you will see this box:

Same page, depending on which program you are applying to.

If you select MSW One Year, you will see this menu:

If you select MSW Two Year, you will see this menu:
Personal Information

Please review your personal information

Chico State ID

First Name          Middle Name          Last Name

Current Address

Permanent Address

Primary Phone          Permanent Phone

If any of this information is incorrect please update it using the Student Center.

Continue

Ethical Guidelines

Participation in the School of Social Work program requires adherence to certain guidelines for ethical, responsible conduct. Please read the Ethical Guidelines (including NASW Code of Ethics) by visiting the link below.

Ethical Guidelines

By checking this box you verify that you read and agree to abide by the Ethical Guidelines including NASW Code of Ethics.
If you select MSW Two Year, you will see this BSW Acquisition page:

Same page, depending on which program you are applying to.

If you select MSW One Year, you will see this BSW Acquisition page:
For each college, university, or community college you have attended, please attach unofficial transcripts.

If unofficial transcripts are not attached to your application, your application will be incomplete.
You must earn a C grade or better in three prerequisites for the MSW Program:

- Statistics
- Human Biology
- Ethnic Diversity or Multicultural Studies

Please [click here](#) to view the Prerequisite Course Work Information document.
Once you have successfully entered in course information for all units and areas, check marks appear here.
If you do not have any experience, you will check this box, and click on the Next Button. Include any internship hours that you expect to complete prior to entering the MSW Program.
If you do not have any experience, you will check this box, and click on the Next Button.

This may include social work and non-social work related experience.
If you do not have any training, you will check this box, and click on the Next Button.
If you do not have any honors, you will check this box to complete the step.

This may include honors projects, honors, membership in honorary organizations, and scholarships received.

If you do not have any honors, you will check this box, and click on the Next Button.
If you do not know any languages besides English, you will check this box, and click on the Next Button.
Please note that your Personal Statement must be uploaded as a PDF, Word Doc, or Word Doc X format.

Important: More information regarding the One-Year Distributed Learning Supplemental Questionnaire Coming Soon!
If you select MSW Two Year, you will see this Reference page:

Two Year applicants submit three References.

If you select MSW One Year, you will see this Reference page:

One Year applicants submit two References, and one Field Practicum Reference (separate page), for a total of three references.

It is the applicant’s responsibility to login to the MSW Application, to check the status of receipt of References. If your three references are not received through the MSW Online Application, your application will be incomplete.
Your reference will automatically be sent an e-mail as soon as you click on the Add Button. Please be sure that you type your reference’s e-mail address correctly.

It is the applicant’s responsibility to login to the MSW Application, to check the status of receipt of References. If your three references are not received through the MSW Online Application, your application will be incomplete.
After you enter your Reference information, your main Reference page will look like this, with your two or three (depending on which program you are applying to) references listed.

The Reference Status indicates that your three references received an e-mail, asking them to write and submit a letter of reference for you.

Once your reference submits a letter, the status will change to Received, which tells you that your reference did write your letter and it is now attached to your application.

It is the applicant’s responsibility to login to the MSW Application, to check the status of receipt of References. If your three references are not received through the MSW Online Application, your application will be incomplete.
Once your field practicum reference submits a letter, the status will change to Received, which tells you that your reference did write your letter and it is now attached to your application.

Be sure that you type your Liaison email address correctly.

The Reference Status indicates that your three references received an e-mail, asking them to write and submit a letter of reference for you.

It is the applicant’s responsibility to login to the MSW Application, to check the status of receipt of References. If your three references are not received through the MSW Online Application, your application will be incomplete.

Add Field Practicum
Nature of Work
Agency Name
 hora Completed
LIason First Name
Liaison Last Name
Liaison Email Address
Liaison’s Phone Number

In accordance with the Family Education Rights and Privacy Act of 1974, I give
tpermission to release confidential information for the purpose of application to the
Master in Social Work Program.

Do I do ✅ I do not ✗ - waive my right to review this letter of reference.
Discuss what you learned from this experience, including the impact of your criminal activity on others.

If No, you will check this option, and click on the Next Button.
Please review your entire application carefully.

After you have reviewed your entire application, check this box to continue and click Submit.
Confirm Submission
Are you sure you want to submit your application?

Once submitted you will no longer be able to make changes to your application.

Submit

Submission Confirmation
You have successfully submitted your application.

View Application Summary
Thank you for applying to our MSW Program!

After submitting your application, you will receive an e-mail (to your account that you used to set up your CSU Mentor Application) confirming that your application has been submitted.

We highly suggest applicants login to check the status of their application and letters of reference.

Application Notifications will be e-mailed mid-April. Applicants who are accepted will need to log in to “accept” our Offer of Enrollment to confirm their place in our Programs.

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