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
Click the Start or Continue Button

IMPORTANT:

*Dates shown in this walk-through may not be current. Please follow the dates listed on the MSW Application Page.
How to set up a New Account for Graduate Applicants:

Graduate Students - New Accounts

This application requires a CSU, Chico account. Graduate students that have just applied to CSU, Chico through CSU Mentor need to follow these steps in order to activate a CSU, Chico account.

1. Make sure your CSU Mentor application has been submitted.
2. Four business days (Monday-Friday) after submitting the CSU Mentor application contact the School of Social Work by calling 530-898-5043.
3. Obtain your Chico State ID number from the School of Social Work.
4. Create your account using the Account Initialization Tool.
5. Allow one business day for our account records to update.

Applicants who already have a CSU, Chico account do not need to 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.
Please select an application type:

- Master's Degree in Social Work (MSW)

Review and Select a Program

Choose one of the available programs below:

- MSW One-Year
- MSW Two-Year
- MSW One-Year Distributed Learning Program

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:

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

If you select MSW One-Year or One-Year Distributed Learning, you will see this menu:

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

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

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:

If you select MSW One-Year or MSW One-Year Distributed Learning Program, you will see this BSW Acquisition page:

Applicants who have or will receive their undergraduate degree in Social Work from a CSWE accredited program within the last five years may apply to the One-Year or One-Year Distributed Learning Program.
For each college, university, or community college you have attended, please attach unofficial transcripts.

Unofficial transcripts may be obtained from your college or university “portal” account. Please contact your school if you need help obtaining your 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 Multi-Cultural 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:

**Prerequisite Course Work**

Select a course category to view details about that category and add courses to fill the requirement. (Please note: the following course names and numbers may not match the courses you have completed off campus. See the MSW director for clarification.)

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics</td>
<td>3 / 3</td>
</tr>
<tr>
<td>Human Biology</td>
<td>5 / 3</td>
</tr>
<tr>
<td>Ethnic Diversity or Multi-Cultural Studies</td>
<td>3 / 3</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>3 / 3</td>
</tr>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6 / 6</td>
</tr>
<tr>
<td>Reasoning</td>
<td>3 / 3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 / 6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3 / 3</td>
</tr>
<tr>
<td>Behavioral &amp; Social Sciences</td>
<td>9 / 9</td>
</tr>
<tr>
<td>Personal Development &amp; Lifelong Learning</td>
<td>3 / 3</td>
</tr>
</tbody>
</table>
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.
1. **Personal Information**
2. **Ethical Guidelines**
3. **BSW Acquisition**
4. **Academic Work**
5. **Course Work**
6. **Volunteer Experience**
7. **Work Experience**
8. **Training**
9. **Honor**
10. **Languages**
11. **Personal Statement**
12. **References**
13. **Criminal History**
14. **Submit Application**

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**Personal Statement**

The **Personal Statement** required by the school of Social Work is **not** the **Statement of Purpose** required by the CSU Mentor Online Application with the Office of Graduate Studies.

- **Upload**
  - No file uploaded. (.pdf, .doc, .docx formats only)

Prepare a single document that contains one-page responses to EACH of the following questions. The essay must be double spaced using 12-point type, and be grammatically correct. Please include your name as a header on each page and include a subheading for each question.

1. Discuss your desire to pursue a degree in social work. Include any volunteer, work or life experience you believe will enhance your ability to work in the social work profession.
2. Describe any experience you have had living or working or volunteering in a social or economically disadvantaged community and/or dealing with hardship. Include in your response the role and influence these experiences have on your decision to pursue a social work degree.
3. Discuss your personal qualities and personal attributes that may need improvement and any personal biases you may be aware of that are relevant to your performance as a professional social worker. Include in this response an assessment of your computer literacy, communication skills, and ability to empathize.
4. Please describe an instance that posed a challenge in your professional work experience where you received critical feedback. Describe how you handled that feedback.
5. Applicants with a GPA lower than 3.0: What is your GPA and is it reflective of your ability to succeed in graduate school?

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**Important:** One-Year Distributed Learning Supplemental Questionnaire on next page, for One-Year Distributed Learning Applicants only!
Supplemental Questionnaire (One-Year Distributed Learning [DL] applicants only)

This is a brief questionnaire and you should respond to each question. The answers must be typewritten using 12-point type, be grammatically correct, and included in the Personal Statement Document submission.

1. What is your understanding of Distributed Learning, also known as online, blended, or hybrid learning?

2. Review the information on this link: [http://www.elearners.com/education-resources/learning-styles/](http://www.elearners.com/education-resources/learning-styles/). Take the “Quiz: What’s your Learning Style?” Discuss your results, including your strengths and challenges of learning as revealed by completing the survey.

3. Describe your experiences as an independent learner (work autonomously, self-direction, responsibility for learning). What are your strengths and areas you wish to continue to grow?

Please note that your Personal Statement/Supplemental Questionnaire must be uploaded as a PDF, Word Doc, or Word Doc X format.
All applicants are required to submit three references. These may be:

**Three References** – Professional and Academic (for applicants without a BSW degree received within the last five years, from a CSWE accredited program.)

**Two References** – Professional and Academic & one Field Reference (for applicants who have or will receive a BSW degree within the last five years, from a CSWE accredited program.)
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.

Add Reference
Reference First Name
Reference Last Name
Reference Relationship
Reference Organization Name
Reference Position
Reference Organization Address
Reference Email Address
Reference's Phone Number

Once a reference is added they will immediately be contacted by the email address provided to fill out a reference form. Please ensure that the email provided is correct. We recommend you inform your reference they will be receiving an email with instructions on how to provide their feedback.

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

☐ I do ☐ I do not waive my right to review this letter of reference.
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.

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 must be from your faculty field instructor/liaison.

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.

Add Field Practicum

Nature of Work
Agency Name

Hours Completed:

Liaison 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 permission to release confidential information for the purpose of application to the Master of Social Work Program.

I do ☐ I do not ☐ waive my right to review this letter of reference.

Add Cancel
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 log in 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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