MSW Online Application Steps
(walk-through)

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

October 1, 2019 – January 6, 2020

10/25/16
Application Process

Step 1: Apply for admittance to the Office of Graduate Studies online and pay the application fee. The Cal State Apply 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 Cal State Apply application.
Office of Graduate Studies

Spring 2020 Graduate School Admissions

The Office of Graduate Studies will accept applications from eligible graduate, credential and certificate applicants beginning August 1, 2019 for spring 2020 admissions. Please review our list of Programs and Coordinators for an overview of the admission requirements. The application deadlines vary by program. Carefully review our list of Important Dates & Deadlines to ensure all application material is submitted accordingly.

Fall 2020 Graduate School Admissions

The Office of Graduate Studies will accept applications from eligible graduate, credential and certificate applicants beginning October 1, 2019 for fall 2020 admissions. Please review our list of Programs and Coordinators for an overview of the admission requirements. The application deadlines vary by program. Carefully review our list of Important Dates & Deadlines to ensure all application material is submitted accordingly.

Applicants must apply online at www.calstate.edu/apply. Application and admission questions should be directed to the Office of Graduate Studies at 530-898-6880 or via email at graduatestudies@csuchico.edu.

Application deadlines may vary for international applicants. All admission and application questions should be directed to International Student Services at 530-898-5413 or email iss@csuchico.edu.
Application Set Up

Online Application for Social Work Programs

This web site will allow you to submit an electronic application for placement in a BSW or MSW program. The dates during which applications will be accepted are listed below. Please make sure you have read and understand the application guidelines for the program to which you are applying. Click here to view BSW and MSW application guidelines and information. Please be aware that admission into the BSW and MSW Programs is competitive, i.e. not everyone who applies will be accepted.

Application Periods

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors of Social Work</td>
<td>Spring 2020</td>
<td>Thursday, August 01, 2019</td>
<td>Tuesday, September 24, 2019</td>
</tr>
<tr>
<td>Masters of Social Work</td>
<td>Fall 2020</td>
<td>* Tuesday, October 01, 2019</td>
<td>Sunday, January 05, 2020</td>
</tr>
</tbody>
</table>

Click the button below to proceed. If you have not recently logged into a CSU, Chico web application you will be presented with a login page.

IMPORTANT:

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

Start or Continue an Online Application

*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:

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

If you began an application during a previous application time period, your account will need to be reset. Please provide Jaime Nelson 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, Jaime will be able to begin a new Fall 2020 Online MSW Application for you.

Need help? Please contact: Jaime Nelson, 530-898-6204, Butte 511, jlnelson@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:

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

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)

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 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.

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:

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.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Units</th>
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<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.

Add Language

Language Name

Please discuss how you acquired your language skill(s) and the extent of your current usage at home and/or at work.

Add Cancel
Please note that your Personal Statement must be uploaded as a PDF, Word Doc, or Word Doc X format.

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?
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.)

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.

Field Practicum Reference
If you have obtained or will obtain a BSW degree, you must fill out this Field Practicum form.

<table>
<thead>
<tr>
<th>Nature of Work</th>
<th>Agency Name</th>
<th>Liaison</th>
<th>Status</th>
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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.
Discuss what you learned from this experience, including the impact of your criminal activity on others.
Please review your entire application carefully.

After you have reviewed your entire application, check this box to continue and click Submit.

Submit Application

You must review your application and mark it as complete at the bottom of the page.

Personal Information

Chico State ID

First Name  Middle Name  Last Name

Current Address

Permanent Address

Primary Phone  Permanent Phone

Academic Work

Name  Location

Attended From  Attended To

Major Field of Study  Degree or Certificate Received

Stipends

Title IV-E Child Welfare Training Stipends

The School of Social Work offers a limited number of stipends for students who choose the Families, Children & Youth Services focus during their BSW/MSW program and are interested in pursuing a career in public child welfare. For additional information click here.

Are you interested in applying for the Title IV-E Program?  
☐ Yes  ☐ No

By checking this box you verify that you have reviewed your application and that all of your information is correct to the best of your knowledge.

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 Cal State Apply) confirming that your application has been submitted.

We highly suggest that you 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.

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