MSW Online Application Steps
(walk-through)

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

October 1, 2018 – January 5, 2019
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 started a Cal State Apply application.
Click here to apply to The Office of Graduate Studies through Cal State Apply.
Online Application for Social Work Programs

This website 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>Application Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors of Social Work</td>
<td>Fall 2018</td>
<td>Wednesday, April 30, 2018</td>
</tr>
<tr>
<td>Masters of Social Work</td>
<td>Fall 2019</td>
<td>* Monday, October 01, 2018 - Saturday, January 05, 2019</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.

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

Click the Start or Continue Button

*This box is highlighted in red because the application period has not opened yet. When the application is available (1-1/187-1/5/19), it will not be highlighted in red.
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.

Need help checking to see if your account is ready?

Please contact: Jenny Funk, 530-898-5043, jcfunk@csuchico.edu
What if I applied to the MSW Program last year, and I am re-applying this year?

What if I have applied to the BSW Program in the past, and the application system will not let me create an MSW Application?

Please contact: Jenny Funk, 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/](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.
Select the Master’s Degree in Social Work (MSW) to continue.
Next, you will choose one application option:

- One-Year MSW Program
- Two-Year MSW Program

Program information can be found here.
If you select MSW One-Year, you will see this box:

MSW One Year

☐ I have obtained a BSW degree within the last five years of the beginning of the MSW Program from a CSWE accredited program and am applying for the One Year Program. I understand that by checking this box, I will complete my internship within the 18 Northern California Counties: Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, or Yuba.

Submit  Cancel

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

MSW Two Year

☐ I am applying for the Two Year MSW Program. I understand that the BSW from CSU, Chico includes some similar content to the Foundation Year of the Two Year MSW Program. I understand that by checking this box, I will complete my internship within the School of Social Work 18 Northern California Counties: Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, or Yuba. I understand that by checking this box I will only be considered for the Two Year MSW program.

Submit  Cancel
Now that your application has been created, you will see your personal information, listed as step #1 of this application.

You will now be able to add content, or exit your application, and when content is added, it will be “saved” and you will be able to return to it at another time.

When adding content, always click back to the Menu Topics, to see that your content has saved, before exiting your application.

---

Step 1. Personal Information

Step 2. Ethical Guidelines
If you select MSW Two-Year Program, you will see this BSW Acquisition page:

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

Only 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 Program.

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 any 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.

Applicants may also use “screen captures” of transcript information, as long as all important details are included: University/College Name, Student Name, Course Information and Grades, etc.

Please include CSU, Chico information and unofficial transcripts, if applicable.

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 visit the MSW Application Page to view the Prerequisite Course Work Information document.
Step 5. Course Work

You must earn a C grade or better in the ten prerequisites for the MSW Program.
Click each course to add prerequisite information.
Please visit the MSW Application Page to view the Prerequisite Course Work Information document.

### Prerequisite Course Work

Select a course category to view details about that category and add courses to fill the requirement. Applicants must earn a grade of C or better in these courses to fulfill each prerequisite.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Statistics</td>
<td>0/3</td>
</tr>
<tr>
<td>2. Human Biology</td>
<td>0/3</td>
</tr>
<tr>
<td>3. Ethnic Diversity or Multi-Cultural Studies</td>
<td>0/3</td>
</tr>
<tr>
<td>4. Quantitative Reasoning</td>
<td>0/3</td>
</tr>
<tr>
<td>5. Written &amp; Oral Communications</td>
<td>0/6</td>
</tr>
<tr>
<td>6. Reasoning</td>
<td>0/3</td>
</tr>
<tr>
<td>7. Humanities</td>
<td>0/6</td>
</tr>
<tr>
<td>8. Natural Science</td>
<td>0/3</td>
</tr>
<tr>
<td>9. Behavioral &amp; Social Sciences</td>
<td>0/9</td>
</tr>
<tr>
<td>10. Personal Development &amp; Lifelong Learning</td>
<td>0/3</td>
</tr>
</tbody>
</table>

(Please note: the following course names and numbers may not match the courses you have completed at other accredited colleges or universities. See the MSW Director or DL Coordinator for clarification.)

### Course Prerequisite: Statistics

#### Basic Statistics

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Add Course Work: Statistics

- Enter the course name, semester, and units.
- Select the status as Complete or In Progress.
- Complete or In Progress.

*This drop down is populated by the Academic Work step.*
Once you have successfully entered in course information for all units and areas, check marks appear here:

Two-Year Applicants: Step 5 – Course Work

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.)

3 Courses must be completed by previous Summer semester:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Statistics</td>
<td>3 / 3</td>
</tr>
<tr>
<td>2. Human Biology</td>
<td>3 / 3</td>
</tr>
<tr>
<td>3. Ethnic Diversity or Multi-Cultural Studies</td>
<td>3 / 3</td>
</tr>
</tbody>
</table>

(For one-year applicants, the course is completed by the end of Step 5. For two-year applicants, the course is completed by the end of Step 3.)

Step 5. Course Work
If you do not have any experience, you will check this box, and click on the Next Button.

Important: Include any field internship hours that you expect to complete prior to entering the MSW Program.
Step 7. Work Experience

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.
Step 9. Honors and Research Projects

If you do not have any honors, you will check this box, and click on the Next Button.
Step 10. Languages

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.

Step 11. Personal Statement

Personal Statement

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.

2. Describe any personal/lived experience you have had overcoming hardship or oppression and/or working or volunteering in a social or economically disadvantaged communities.

3. Discuss your unique personal qualities that you bring to the Social Work field. Also discuss areas that may need improvement and any personal biases you may be aware of that are relevant to your performance as a professional social worker.

4. Please describe an instance that posed a challenge in your professional work experience when 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?
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.
Step 12. References

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.

Your reference must be from your faculty field instructor/liaison.

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.

After you enter your Field Practicum Reference information, your main Field Practicum Reference page will look like this, with your reference listed.
Step: Criminal History

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.

You are ready to submit when you have green checkmarks next to all application steps.
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” or “decline” 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.