

**MSW APPLICATION GUIDELINES**  
**School of Social Work,**  
**California State University (CSU), Chico**

**Deadline for ALL Application Material is: Saturday, January 15, 2021**

**Eligibility**

In order to qualify for acceptance into the CSU, Chico Master of Social Work (MSW) Program, applicants must meet the criteria specified in the current CSU, Chico *University Catalog*. This includes acceptance into the CSU, Chico Office of Graduate Studies, and the CSU, Chico School of Social Work. Please carefully read the requirements in the *University Catalog*, including the sections regarding program eligibility.

- NOTE: All undergraduate degrees and prerequisites must be completed before the applicant begins the CSU, Chico MSW Program.

**Office of Graduate Studies**

Applicants will apply to the CSU, Chico Office of Graduate Studies through the online Cal State Apply Application. Applicants are required to order and provide official transcripts from all colleges/ universities attended to the CSU, Chico Office of Graduate Studies. You may be asked to provide a Statement of Purpose; this is different than the Personal Statement in the MSW Program Application.

- NOTE: This application should be complete prior to applying to the CSU, Chico MSW Program.

**MSW Program Application**

Applicants will apply to the CSU, Chico MSW Program through the online Application for Social Work Programs. Applicants are required to upload unofficial transcripts from all colleges/universities attended into the MSW Program Application.

- **Application for Social Work Programs:** All sections/steps of the application must be completed in order for applications to be considered completed.
  - Personal Information
  - Ethical Guidelines
  - BSW Acquisition – to determine eligibility for the one-year program
  - Academic Work
  - Course Work – upload unofficial transcripts
  - Social Service/Volunteer Experience
  - Work Experience
  - Training
  - Honors and Research Projects
  - Languages
  - Personal Statement
  - References – three references are required
  - Field Practicum Reference – for BSW applicants only; a reference from your Field Liaison (practicum instructor at the university) is required as your third reference
  - Criminal History
  - Submit Application

- **Course Work Information:** Applicants are required to meet all prerequisite requirements, including MSW Prerequisites (all applicants) and Liberal Arts Prerequisites (all non-BSW applicants). All prerequisites require a C or higher grade. MSW Program Prerequisites can be used to meet the Liberal Arts Prerequisites where applicable. If there are prerequisite courses that have been completed, applicants must do so prior to beginning the MSW program. Prerequisite courses include:

MSW Program Prerequisites  
(all applicants)

- Statistics
- Human Biology
- Ethnic Diversity or Multi-Cultural Studies

Liberal Arts Prerequisites  
(all non-BSW applicants)

- Quantitative Reasoning
- Written & Oral Communication
- Reasoning
- Humanities
- Natural Science
- Behavioral & Social Sciences
- Personal Development & Lifelong Learning

- **Personal Statement:** The Personal Statement is an essay that must be completed by all applicants and uploaded into your MSW Program Application. Remember that this is different than the Statement of Purpose in your Office of Graduate Studies Application. The Personal Statement essay must be completed electronically, doubled spaced using 12-point type, be grammatically correct, and saved as a .pdf, .doc, or .docx document. Please include your name as a header on each page and include a subheading for each question. Prepare a one-page response to each of the questions/statements below.
  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. *FOR APPLICANTS WITH A CUMULATIVE GPA LOWER THAN 3.0 ONLY:* What is your GPA and is it reflective of your ability to succeed in graduate school?
  6. *FOR DISTRIBUTED LEARNING (DL) APPLICANTS ONLY:* In a paragraph or two, describe how the DL option is a good fit for your educational goals and emphasize your commitment to the north state after graduation.
- **References:** Three (and only three) references are required. References should be from the following categories:
  1. Academic References – We strongly recommend applicants include at least one reference from their academic adviser and/or major professor. Applicants who have been out of college for several years could request letters of reference from the current department chair of their previous university, or submit an additional reference from the category below.

2. Professional Work Experience Reference –We strongly recommend applicants include one reference from an employment supervisor who is acquainted firsthand with their work experience, whether that work experience is paid, volunteer or practicum in nature. If this presents a problem, please contact the School of Social Work. Please note that preference may be given to applicants who have a minimum of one year of paid or volunteer experience in human services.
3. All BSW Applicants – All applicants who have obtained (or will obtain) a BSW must include their FIELD LIAISON as one of their three required references.

- **Reference Process:** Applicants will be asked to review a statement concerning the Family Education Rights and Privacy Act of 1974 that appears in the Reference Section of the MSW Program Application, and choose/check one of the alternatives offered in order to have a completed application. Applicants will then enter their three references' contact information; those references will automatically receive an email with a link, which they will use to upload a reference letter written on your behalf. This reference will go directly into your MSW Program Application. Applicants are strongly encouraged to let references know ahead of time that they will receive an email asking for a reference letter. Applicants can check the status of their references by logging into the application and viewing whether their reference have received the email, or if a reference has been submitted. If all references are not received through the MSW Program Application, the application will be incomplete, and will not be considered for the MSW Program.

### **Interviews**

Applicants may be asked to interview with the MSW Admissions Committee if further clarification is needed in order for the committee to make an informed decision.

### **Graduate Transfer Students**

Students transferring from other masters or other MSW programs should contact the School of Social Work and make an advising appointment to receive specific information regarding (1) transfer of credit, and/or (2) challenge policies.

### **International Students**

International students interested in the MSW Program should be aware that there may be additional requirements and application materials. Please contact the CSU, Chico International Student Services for additional support.

### **Tests**

The Graduate Record Examination (GRE) is not required for admission into the MSW Program. However, a high GRE (general test) score will count favorably for applicants who may have a low undergraduate grade point average. GRE scores should be sent directly to the CSU, Chico Office of Graduate Studies. For additional GRE information, please contact the CSU, Chico Testing Office.

### **Tuition**

Tuition and fee information may be obtained from the CSU, Chico Student Financial Services.

### **Financial Aid**

Financial Aid information may be obtained from the CSU, Chico Financial Aid and Scholarship Office.