

# MSW Online Application Steps

(walk-through)

[Click here](#) to visit the MSW Application page of the School of Social Work Website.

October 1, 2020 – January 15, 2021

# 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

## Fall 2021 Admissions

The Office of Graduate Studies will accept applications from eligible graduate, credential and certificate applicants beginning October 1, 2020 for fall 2021 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 on-line at [www.calstate.edu/app](http://www.calstate.edu/app). Application and admission questions should be directed to the Office of Graduate Studies at 530-898-6880 or via email at [graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu).

Application deadlines may vary for International applicants. All admission and application questions should be directed to International Student Services at 530-898-5415 or email [iss@csuchico.edu](mailto:iss@csuchico.edu).

# Application Set Up

CALIFORNIA STATE UNIVERSITY | **Chico** | PORTAL | EMAIL ▼ | CATALOG | CLASS SCHEDULE | CAMPUS MAPS | DIRECTORY | LIBRARY

Search CSU, Chico 🔍

Social Work Application Help ⓘ

## 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 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 information. Please be aware that admission into the BSW and MSW Programs is competitive and not all applicants will be accepted.

Application Periods		
Bachelors of Social Work	Spring 2020	* Thursday, August 01, 2019 - Tuesday, September 24, 2019
Masters of Social Work	Fall 2020	Tuesday, October 01, 2019 - Sunday, January 05, 2020

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

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

IMPORTANT: 



## How to set up a New Account for Graduate Applicants:

**The MSW application process must be initiated at least 5 business days prior to submitting your application.**

Step 1. Make sure your Cal State Apply application has been submitted.

Step 2. Four business days (Monday-Friday) after submitting the Cal State Apply application, contact the School of Social Work by emailing [swrk@csuchico.edu](mailto:swrk@csuchico.edu). In that email, please include your first and last name and the day and date of your birth (e.g. 07/23).

Step 3. Obtain your Chico State ID number from the School of Social Work.

Step 4. Create your account (generate your Wildcat email and Student Portal) using the [Account Initialization Tool](#).

Step 5. Allow one business day for our account records to update.

Step 6. Proceed with your [Masters of Social Work Application](#).

Need help checking to see if your account is ready?

Please contact: Jaime Nelson, 530-898-5043, [jlnelson@csuchico.edu](mailto:jlnelson@csuchico.edu)

# Application Set Up



CALIFORNIA STATE UNIVERSITY | **Chico**

**Login**

**Username:**

**Password:**

Forgot Password? [Students](#) | [Faculty/Staff](#)

**Security Notice:**  
Remember to close your browser window when you are done.

**Need Help?**  
For account support call 530-898-HELP(4357)

Please enter your campus login information.

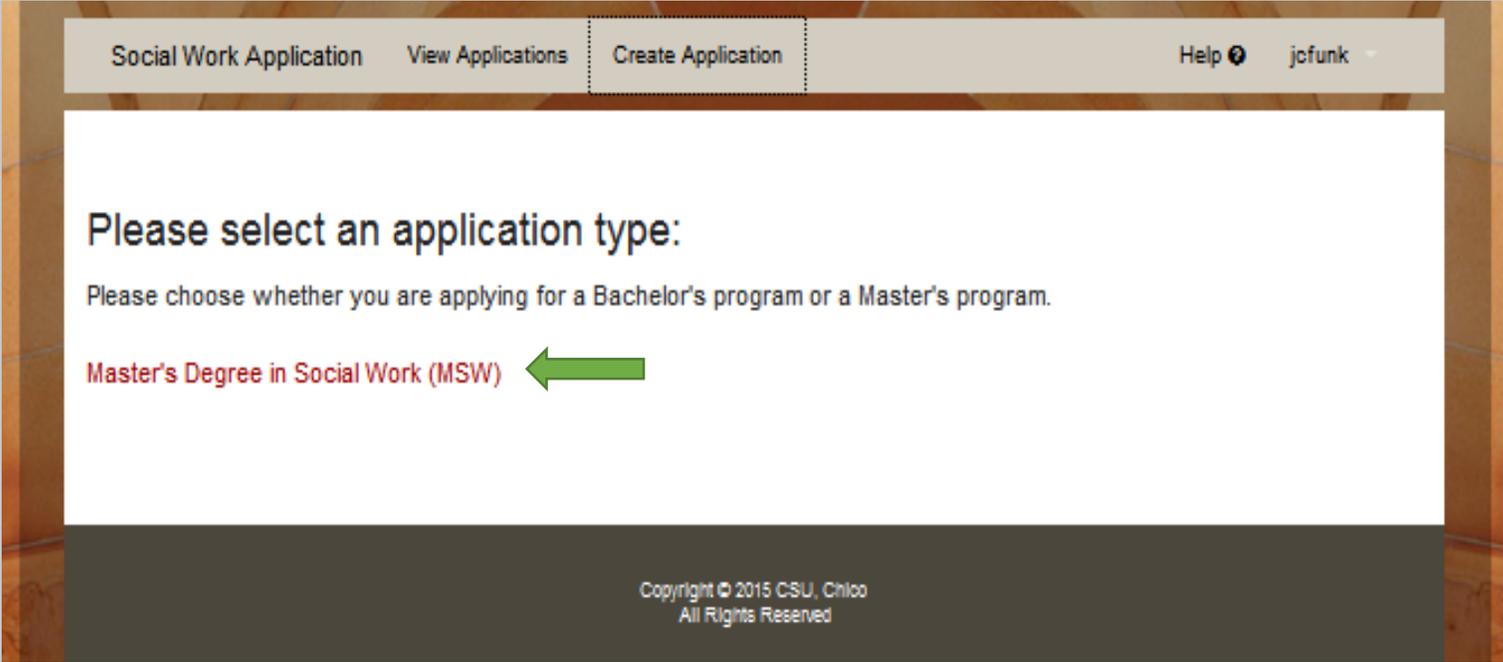
If you do not have a campus login created yet, please visit <https://swrk.csuchico.edu/> and click on the **follow these instructions** link:

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.

# Application Set Up

Select the Master's Degree in Social Work (MSW) to continue.



# Application Set Up

Next, you will choose one application option:

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

Program information can be [found here](#).

## Review and Select a Program

Choose one of the available programs below:

### MSW One Year

The One-Year MSW Program is comprised of the Concentration Year curriculum plus two additional summer bridge courses (6 units) beginning the summer prior to the first fall semester, requiring approximately 36\* units of course work and 720 hours of field education practicum experience (24 hours per week for two semesters). \*(Total units may vary depending on program choices.) **This Program is contingent on a minimum number of qualified students.**

**To be considered for the One-Year MSW Program** by the Admissions Committee, students must have completed all social work program requirements and obtained a social work baccalaureate accredited by the Council on Social Work Education within five (5) years of beginning the MSW Program. Students must have maintained a cumulative GPA of 3.0 or higher (on a 4.0 scale) and a "B" average or better in professional, undergraduate social work courses.

Select MSW One Year

### MSW Two Year

The Two-Year MSW Program is comprised of the Professional Foundation Year and the Concentration Year, requiring approximately 61\* units of course work and 1200 hours of field education practicum experience (16 hours per week for two semesters in the Professional Foundation Year, and 24 hours per week for two semesters in the Concentration Year). The Two-Year MSW Program is open to all majors and baccalaureate backgrounds to apply. \*(Total units may vary depending on program choices.)

Select MSW Two Year

### MSW Three Year Distributed Learning Program

The Three-Year Distributed Learning Program is comprised of eight semesters (including two summer sessions), 61-63\* units of course work and field education practicum experience of 480 hours (16 hours per week) in the second year, and 720 hours (24 hours per week) in the third year. \*(Total units may vary depending on program choices & availability of electives.) Courses will utilize online and multimedia learning technology. Students meet face-to-face two to three weekends each semester on the CSU, Chico Main Campus.

Select MSW Three Year Distributed Learning Program

# Application Set Up

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

# Step 1. Personal Information

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.

1. Personal Information  
2. Ethical Guidelines  
3. Academic Work  
4. Course Work  
5. Social Services  
Experience  
6. Languages  
7. Personal Statement  
8. Criminal History  
9. Submit Application

## Personal Information

✓ Please review your personal information

Chico State ID

First Name Middle Name Last Name

Current Address

Permanent Address

Primary Phone Permanent Phone

Email Address

If any of this information is incorrect, please update it using the [Student Center](#).

Continue

# Step 2. Ethical Guidelines

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

## 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.

## Step 3. BSW Acquisition

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

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

### BSW Acquisition

Obtaining a BSW degree affects your application process please select if you have obtained or will obtain a BSW below.

Yes I have obtained a BSW degree within the last five years or I will obtain a BSW degree at the beginning of the MSW Program from a CSWE accredited program.

No I have not obtained a BSW degree within the last five years or I will not obtain a BSW degree at the beginning of the MSW Program from a CSWE accredited program.

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.

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

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Field Practicum  
14. Criminal History  
15. Submit Application

### BSW Acquisition

Obtaining a BSW degree affects your application process please select if you have obtained or will obtain a BSW below.

Because you are applying for the One Year MSW Program we have automatically selected the "Yes" option below. If this is correct please click the Next button to continue your application.

Yes I have obtained a BSW degree within the last five years or I will obtain a BSW degree at the beginning of the MSW Program from a CSWE accredited program.

No I have not obtained a BSW degree within the last five years or I will not obtain a BSW degree at the beginning of the MSW Program from a CSWE accredited program.

Applicants for the One Year Program must be able to answer Yes to the above. If your answer should be No then you are applying for the wrong MSW program. Please contact the School of Social Work.

Next

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.

# Step 4. Academic Work

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.**

## Step 5. Course Work

**One-Year Applicants:  
Step 5 – Course Work**

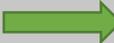
You must earn a C grade or better in three prerequisites for the MSW Program:

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

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

### 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.

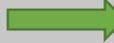


Course Category	Units
1. Statistics	0 / 3
2. Human Biology	0 / 3
3. Ethnic Diversity or Multi-Cultural Studies	0 / 3

(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.)

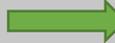
### Course Prerequisite: Statistics

Basic Statistics



Course Name	Units
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Back to Course Work"/>

### Add Course Work: Statistics



Course Name	Year
<input type="text"/>	<input type="text"/>
Semester	Units
<input type="text"/>	<input type="text"/>
College/Institution*	Complete or In Progress
<input type="text"/>	<input type="radio"/> Complete <input type="radio"/> In Progress
*This drop down is populated by the <b>Academic Work</b> step.	
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

## Step 5. Course Work

**Two-Year Applicants:  
Step 5 – Course Work**

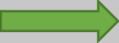
You must earn a C grade or better in the ten prerequisites for the MSW Program.

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.

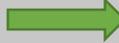


Course Category	Units
1. Statistics	0 / 3
2. Human Biology	0 / 3
3. Ethnic Diversity or Multi-Cultural Studies	0 / 3
4. Quantitative Reasoning	0 / 3
5. Written & Oral Communications	0 / 6
6. Reasoning	0 / 3
7. Humanities	0 / 6
8. Natural Science	0 / 3
9. Behavioral & Social Sciences	0 / 9
10. Personal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

(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.)

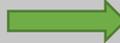
#### Course Prerequisite: Statistics

Basic Statistics



Course Name	Units
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Back to Course Work"/>

#### Add Course Work: Statistics



Course Name	Year
<input type="text"/>	<input type="text"/>
Semester	Units
<input type="text"/>	<input type="text"/>
College/Institution*	Complete or In Progress
<input type="text"/>	<input type="radio"/> Complete <input type="radio"/> In Progress
*This drop down is populated by the <b>Academic Work</b> step.	
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

## Step 5. Course Work

**One-Year Applicants:  
Step 5 – Course Work**

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. Applicants must earn a grade of C or better in these courses to fulfill each prerequisite.

**3 Courses must be completed by previous Summer semester:**

Course Category	Units	
1. Statistics	3 / 3	✓
2. Human Biology	3 / 3	✓
3. Ethnic Diversity or Multi-Cultural Studies	3 / 3	✓

(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.)

Next

### 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.)

Course Category	Units	
Statistics	3 / 3	✓
Human Biology	5 / 3	✓
Ethnic Diversity or Multi-Cultural Studies	3 / 3	✓
Quantitative Reasoning	3 / 3	✓
Written & Oral Communications	6 / 6	✓
Reasoning	3 / 3	✓
Humanities	6 / 6	✓
Natural Science	3 / 3	✓
Behavioral & Social Sciences	9 / 9	✓
Personal Development & Lifelong Learning	3 / 3	✓

Next

## Step 6. Social Services/Volunteer Experience

1. Personal Information ✓  
2. Ethical Guidelines ✓  
3. BSW Acquisition ✓  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

### Community and Social Services Experience

List all significant community service and volunteer experience in human services.

If you do not have any experience check this box to complete the step.

Organization/Agency Name	Location	Position	Type	Leadership Position
--------------------------	----------	----------	------	---------------------

Add

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

Add Community and Social Services Experience

Organization/Agency Name:

Organization/Agency Location:

Approximate/Expected completed hours:

Position:

Supervisor's First Name:

Supervisor's Last Name:

Supervisor's Email Address:

Supervisor's Phone Number:

Start Date:

End Date:

Type of Experience:

Check if this is a leadership position

Add Cancel

If you do not have any experience, you will check this box, and click on the Next Button

Next

# Step 7. Work Experience

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
**7. Work Experience**  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

**Work Experience**

List paid employment, full and part time, beginning with present or last position held.  
Please do not include volunteer work or field placement in this category.

If you do not have any experience check this box to complete the step.

Firm/Agency Name	Location	Position	Leadership Position
------------------	----------	----------	---------------------

 **Add**

This may include social work and non-social work related experience.

### Add Work Experience

Firm/Agency Name:

Firm/Agency Location:

Hours Per Week:

Position:

Supervisor's First Name:

Supervisor's Last Name:

Supervisor's Email Address:

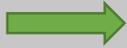
Supervisor's Phone Number:

Start Date:

End Date:

Reason For Leaving:

Check if this is a leadership position

 **Add** Cancel

If you do not have any experience, you will check this box, and click on the Next Button

**Next**

# Step 8. Training

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

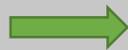
✓ Training  
✓ Please list research completed, courses taken, and workshop or trainings attended related to social work skills.  
✓

If you do not have any training check this box to complete the step.

Training Name	Organization	Training Date
---------------	--------------	---------------



If you do not have any training, you will check this box, and click on the Next Button

 **Add Training**

Training/Experience Name  Name of Sponsoring Organization

Sponsoring Organization Location  Date

Special Skills and Knowledge Acquired

## Step 9. Honors and Research Projects

1. Personal Information
2. Ethical Guidelines
3. BSW Acquisition
4. Academic Work
5. Course Work
6. Volunteer and Internship Experience
7. Work Experience
8. Training
9. Honors and Research Projects
10. Languages
11. Personal Statement
12. References
13. Criminal History
14. Submit Application

### Honors and Research Projects

Please list any honors or research projects completed under the supervision of academic faculty.

If you do not have any honors or research projects check this box to complete the step.

Academic Distinction Recieved	Date Recieved
-------------------------------	---------------

**Add**

**Add Honor**

Academic distinction recieved

Date Recieved

**Add** Cancel

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

**Next**

## Step 10. Languages

1. Personal Information ✓  
2. Ethical Guidelines ✓  
3. BSW Acquisition ✓  
4. Academic Work  
5. Course Work  
6. Volunteer Experience  
7. Work Experience  
8. Training  
9. Honors  
10. Languages  
11. Personal Statement  
12. References  
13. Criminal History  
14. Submit Application

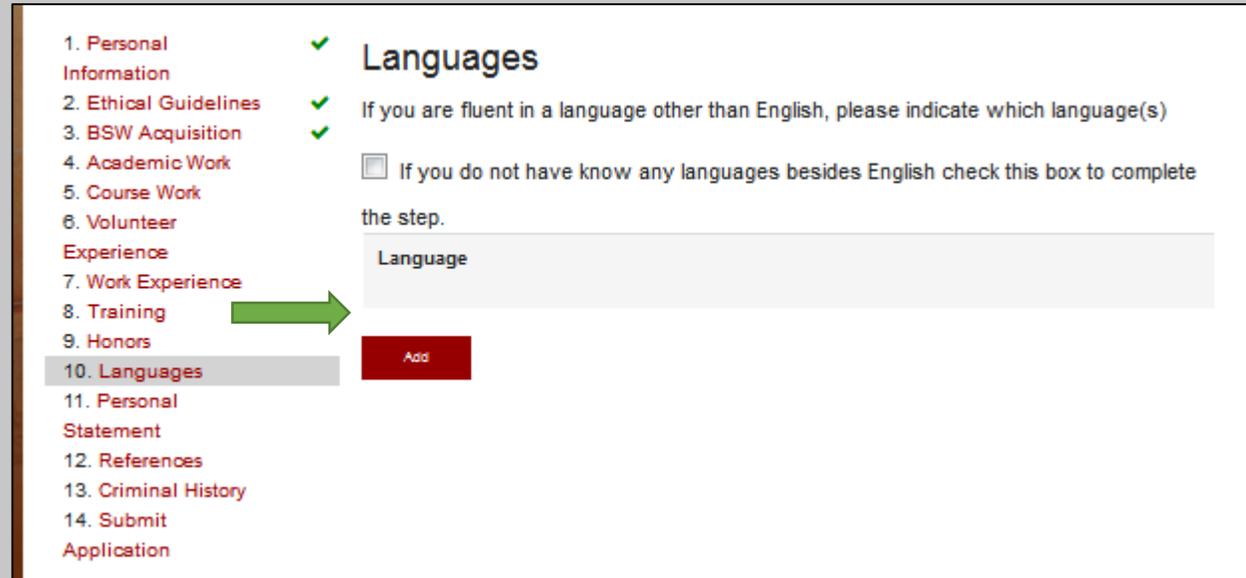
### Languages

If you are fluent in a language other than English, please indicate which language(s)

If you do not know any languages besides English check this box to complete the step.

Language

Add

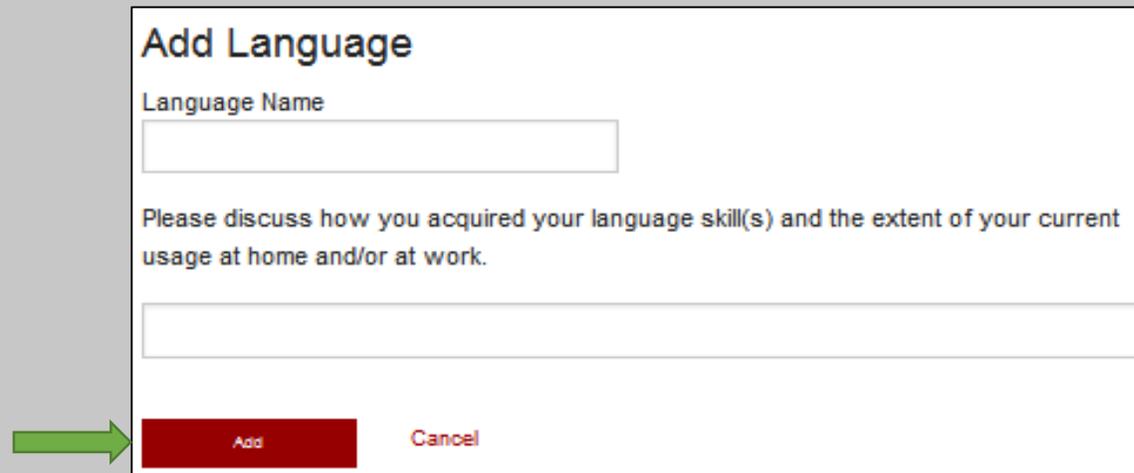


### Add Language

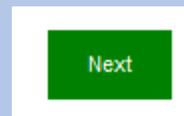
Language Name

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

Add Cancel



If you do not know any languages besides English, you will check this box, and click on the Next Button



## Step 11. Personal Statement



### Personal Statement

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.**
- 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?**
- 6. 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.**

**Important: Only Three-Year Distributed Learning Applicants must answer question 6.**

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

# Step 12. References

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.)

This screenshot shows the 'References' section for applicants without a BSW degree. On the left, a navigation menu lists items 1 through 5, with 'References' highlighted. The main content area has a green checkmark and states: 'You must list THREE References from the following categories: Academic and Professional Work Experience.' It provides instructions for 'Academic References' (at least one from an adviser or professor) and 'Profession Work Experience Reference' (one from a supervisor with a minimum of one year of experience). Below the text is a table with columns for 'Reference Name', 'Organization', and 'Reference Status', and a red 'Add' button with a green arrow pointing to it.

This screenshot shows the 'References' section for applicants with a BSW degree. On the left, a navigation menu lists items 4 through 15, with 'References' highlighted. The main content area has a green checkmark and states: 'You must list TWO References from the following categories: Academic and Professional Work Experience. Your third reference will be your field Practicum Reference which will be completed in the next step.' It provides instructions for 'Academic References' (at least one from an adviser or professor) and 'Profession Work Experience Reference' (one from a supervisor with a minimum of one year of experience). Below the text is a table with columns for 'Reference Name', 'Organization', and 'Reference Status', and a red 'Add' button with a green arrow pointing to it.

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

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

### Add Reference

Reference First Name

Reference Last Name

Reference Relationship

Reference Organization Name

Reference Position

Reference Organization Address

Reference Email Address

References'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.

Add

Cancel

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

### References

**You must list THREE References** from the following categories: Academic and Professional Work Experience.

**Academic References** – We **strongly** recommend you include at least one reference from your academic adviser and/or one of your major professors. Applicants who have been out of college for several years could request a referral from the current department chair of your previous university for the major, based on the student's academic record.

**Profession Work Experience Reference** – We **strongly** recommend you include one reference from an employment supervisor who is acquainted firsthand with your 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.

Reference Name	Organization	Reference Status
Elton John	School	Email Sent
David Bowie	Work	Email Sent
Paul Simon	Work	Email Sent

Next

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.

Reference Name	Organization	Reference Status
Elton John	School	Received
David Bowie	Work	Email Sent
Paul Simon	Work	Email Sent

# Step: Field Practicum

**This Page: Applicants with a BSW Only**

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

**Field Practicum Reference**

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

Nature of Work	Agency Name	Liaison	Status

**Add**

- 1. Personal Information ✓
- 2. Ethical Guidelines ✓
- 3. BSW Acquisition ✓
- 4. Academic Work ✓
- 5. Course Work ✓
- 6. Volunteer Experience ✓
- 7. Work Experience **→**
- 8. Training ✓
- 9. Honors ✓
- 10. Languages ✓
- 11. Personal Statement ✓
- 12. References ✓
- 13. Field Practicum
- 14. Criminal History ✓
- 15. Submit 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.

### Add Field Practicum

Nature of Work:

Agency Name:

Hours Completed:

Liaison First Name:

Liaison Last Name:

Liaison Email Address:

Liaison'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.

**Add** **Cancel**

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

Be sure that you type your Liaison email address correctly.

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.

### Field Practicum Reference

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

Nature of Work	Agency Name	Liaison	Status
██████████	██████████	██████████	Email Sent

**Next**

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

**This Page: Applicants with a BSW Only**

# Step: Criminal History

1. Personal Information  
2. Ethical Guidelines  
3. BSW Acquisition  
4. Academic Work  
5. Course Work  
6. Volunteer Experience

✓ Criminal History  
✓ Have you ever been convicted of a criminal offense (felony or misdemeanor) other than a minor traffic violation?  
✓

Yes  No

Discuss what you learned from this experience, including the impact of your criminal activity on others.

### Criminal History

Have you ever been convicted of a criminal offense (felony or misdemeanor) other than a minor traffic violation?

Yes  No ➔ Add

Please list any criminal history including adjunctions or convictions for violations of ANY local, state, federal, Canadian or international law (other than non-moving motor vehicle violations)

Nature	Arrested	Convicted	Date
--------	----------	-----------	------

If No, you will check this option, and click on the Next Button.

Next

### Add Criminal Offense

Were you arrested?  Yes  No

Were you convicted?  Yes  No

Nature:

Conviction Date:

Please describe in detail the offense and the outcome, including all information regarding fines, restitution, sentencing, and/or rehabilitation.

Explanation:

➔ Add Cancel

# Submitting Your Application

- 1. Personal Information ✓
- 2. Ethical Guidelines ✓
- 3. BSW Acquisition ✓
- 4. Academic Work ✓
- 5. Course Work ✓
- 6. Social Services Experience ✓
- 7. Work Experience ✓
- 8. Training ✓
- 9. Honors and Research Projects ✓
- 10. Languages ✓
- 11. Personal Statement ✓
- 12. References ✓
- 13. Field Practicum ✓
- 14. Criminal History ✓
- 15. Submit Application ✓

## 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

Email Address

Academic Work

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

## Stipends

### Title IV-E Child Welfare Training Stipends

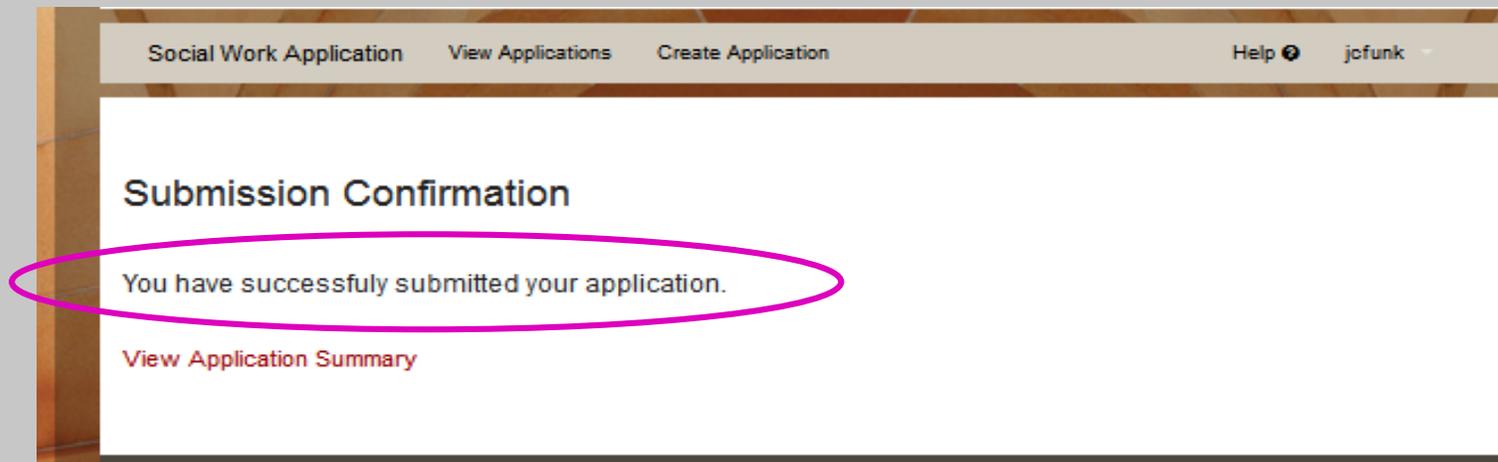
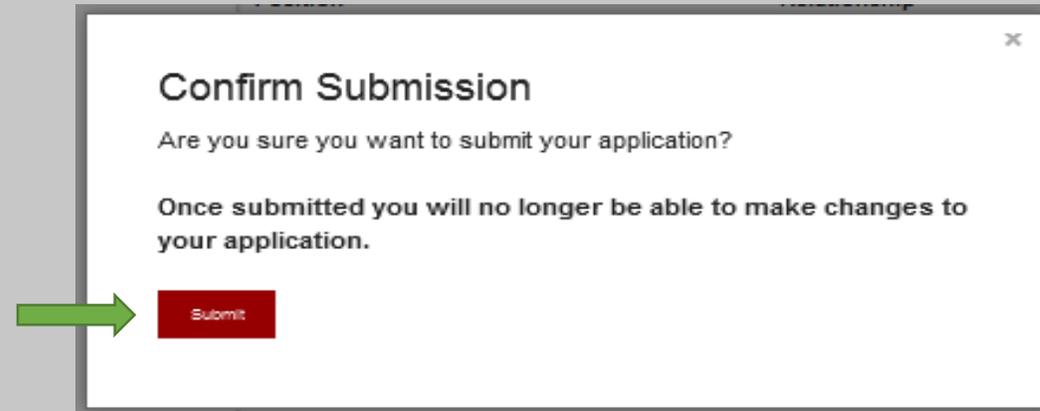
The School of Social Work offers a limited number of stipends for students who choose the Families, Children & Youth Services focus during their BSW/MSW program and are interested in pursuing a career in public child welfare. For additional information click [here](#).

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



# 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 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.