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.
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. 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 530-898-5415 or email iss@csuchico.edu.
IMPORTANT:

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

Click the Start or Continue Button

Application Set Up
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. 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.


Need help checking to see if your account is ready?

Please contact: Jaime Nelson, 530-898-5043, jnelson@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.
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
- Three-Year MSW Distributed Learning Program

Program information can be found here.
Application Set Up

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

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

<table>
<thead>
<tr>
<th>Course Prerequisite: Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

Add | Back to Course Work

### Add Course Work: Statistics

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

College/Institution: 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:

**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 or DL Coordinator 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>

(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.)

Two-Year Applicants:
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.
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.
Step 8. Training

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

Add Training

<table>
<thead>
<tr>
<th>Training/Experience Name</th>
<th>Name of Sponsoring Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization Location</td>
<td>Date</td>
</tr>
<tr>
<td>Special Skills and Knowledge Acquired</td>
<td></td>
</tr>
</tbody>
</table>

Add | Cancel
Step 9. Honors and Research Projects

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

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

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.
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
Step 12. 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 advisor 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.

<table>
<thead>
<tr>
<th>Reference Name</th>
<th>Organization</th>
<th>Reference Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elton John</td>
<td>School</td>
<td>Email Sent</td>
</tr>
<tr>
<td>David Bowie</td>
<td>Work</td>
<td>Email Sent</td>
</tr>
<tr>
<td>Paul Simon</td>
<td>Work</td>
<td>Email Sent</td>
</tr>
</tbody>
</table>

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.

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 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.
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.

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

Field Practicum Reference

<table>
<thead>
<tr>
<th>Nature of Work</th>
<th>Agency Name</th>
<th>Liaison</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natures of Work</td>
<td>Agency Name</td>
<td>Liaison</td>
<td>Status</td>
</tr>
</tbody>
</table>

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.

Field Practicum Reference

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

Liaison Name
Liaison Email Address
Liaison’s Phone Number

This Page: Applicants with a BSW Only

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

Be sure that you type your Liaison email address correctly.
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.
Submitting Your Application

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 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.