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 5, 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](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.

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

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
Application Set Up

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: Jaime Nelson, 530-898-5043, 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:

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.
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:

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.
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.
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.
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. (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>

(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.)
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.
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**

*Uploading status: 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.
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.)

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.

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

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.

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.
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 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.

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