

## Master of Social Work Application Information (Fall 2022)

The CSUEB College of Letters, Arts and Social Sciences (CLASS) offers a two-year, full-time graduate program that leads to a Master of Social Work degree (MSW). Most classes are hybrid, requiring weekly face-to-face classes and some online coursework. The MSW program is accredited by the Council on Social Work Education (CSWE). During the COVID-19 pandemic, most classes have been held fully online.

### CSUEB MSW PROGRAM MISSION STATEMENT

The *mission* of the Master of Social Work program is to graduate culturally responsive urban social workers in the areas of Children, Youth, and Families and Community Mental Health. Social work graduates are well prepared to address individual, family, group, and community needs caused by inequalities of class and identity, including race, ethnicity, gender, age, disability, sexual orientation, immigration status, religion, caste, and other forms of social injustice. Advocacy and social change to address these injustices form the core of the MSW program.

### Vision

Our vision is to create a cadre of diverse leaders to be catalysts for social change and transform oppressive systems in partnership with the communities we serve.

### APPLICATION INFORMATION

Prospective students should pay careful attention to the application materials and program requirements posted on our Department webpage [Apply to the MSW Program](#) an *Application Checklist* is available to help with this process. Applicants are encouraged to attend one of our virtual information sessions. Questions can be sent to [swadmission@csueastbay.edu](mailto:swadmission@csueastbay.edu)

**Admission Criteria:** Admission to the MSW Program requires a bachelor's degree in the liberal arts or social sciences from an accredited college or university. A GPA of 2.8 or higher is required. Along with the Department Application, applicants must submit a personal statement, a resume, and three letters of recommendation with cover sheets. No credit is granted for life experience or previous work experience in lieu of a bachelor's degree.

**Practice Concentrations:** Applicants select one of two concentrations:

1. **Children, Youth and Family Services (CYF)** – This option is recommended for individuals interested in working in child welfare services, family service agencies, adolescent services, family preservation services, older adult services, criminal justice, and various non-profit settings.
2. **Community Mental Health Services (CMH)** – This option is recommended for individuals interested in integrated behavioral health, community mental health, crisis intervention, substance use/addiction, medical social work, and other counseling/therapeutic services, across the lifespan. The emphasis is on public sector work.

**Prerequisites Courses:** None, but students may be asked to complete a not-for-credit learning module the summer before beginning the program, reviewing some foundational knowledge expected of beginning MSW students.

**GREs (Graduate Record Exams):** Not required.

**GPA:** The minimum overall undergraduate GPA must be 2.8 (on a 4.0 scale) or higher. If your GPA is lower than 2.8, you may submit a brief memo, not to exceed 250 words, describing the special circumstances you would like us to take into consideration in the admissions process.

**Recommendations:** THREE letters of recommendation **must be sent via our online submission system using this link:** <https://csueb.tfaforms.net/4741062>. **The applicant should click the link and complete the form to initiate**

**the process.** Then, the referent will receive an email with a link and instructions for submitting their letter. If at all possible, at least one recommendation letter should be from a former professor. Also suggested are recommendations from persons acquainted with your work or volunteer experience. Members of your family, personal friends or other personal relationships such as therapists are not appropriate references. It is the responsibility of the applicant to ensure that letters of recommendation are received in a timely fashion.

**Criminal Background Check:** Applicants may be required to consent to a criminal background check prior to agency internship placements. Applicants must sign a release and obtain the necessary clearances. A criminal record does not necessarily preclude enrollment in the MSW program, but if the record prevents you from securing a field placement, you will not be able to remain in the program. This background check DOES NOT have to be done at the time of program application.

**Student Professional Liability Insurance:** If accepted into the program, MSW students must purchase student professional liability insurance coverage prior to beginning field placements. This can be done through the National Association of Social Workers (NASW). Application forms are available online. <https://naswassurance.org/>

#### **THE ACTUAL APPLICATION PROCESS HAS TWO STEPS:**

1. **First Apply to the University:** You must apply to the University before applying to the Social Work Department. This application opens up on October 1, 2021. There is a \$70.00 application fee payable to the University. Online applications for *Admission to Graduate Studies* are available at: [Graduate | CSU](#). Complete the application and pay the application fee with **one (1) complete set of official transcripts to: [electronictranscripts@csueastbay.edu](mailto:electronictranscripts@csueastbay.edu) CSUEB Office of Admission, 25800 Carlos Bee Blvd., Hayward, CA 94542.** There is more detailed information about University Applications at the end of this document.
2. **Next Apply to the MSW Program:** Complete the Social Work Department application at website: [Apply to the MSW Program](#).

**Application Deadline:** Applications will be accepted from **October 1, 2021 through December 1, 2021.** It is the applicant's responsibility to be sure the application is complete and ontime.

**Applicant's Responsibilities:** The Social Work Admissions Committee will give your application thoughtful consideration. You can assist us in this effort if you take the following steps:

1. Review your application materials before submission to be sure of the completeness and accuracy of all items. It is to your advantage to submit the strongest possible materials (carefully selected references and a thoughtfully written personal statement following the guidelines).
2. Select references early and email your signed recommendation coversheet to them. Encourage prompt responses.
3. Notify the Social Work Department office and the Office of Admissions and Records promptly of any change of name, address, telephone number, and/or email.
4. Update your transcripts with the Admissions office when you complete your undergraduate degree, if you are applying while still in school. They will require a copy of your transcript that shows your bachelor degree was awarded. [electronictranscripts@csueastbay.edu](mailto:electronictranscripts@csueastbay.edu)
5. PLEASE notify the Social Work Department as soon as possible if you decide to withdraw your application.
6. Respond as quickly as possible to the Social Work Department if you receive an offer of admission, letting us know if you accept or decline the offer. We ask this in consideration of other applicants who are waiting for openings in the program. We can only take 75 students per year. Please use the link that will be sent to you in the offer letter.

**Financial Aid, Scholarships, Title IV-E Stipends & International Applications:** For information on financial aid, scholarships, stipends, and international applications, please visit:

Scholarships: [Grad Students - Financial Aid](#)

[Welcome to the Office of Graduate Studies!](#)

[Resources for Students](#)

[\(CSWE\) - Student Funding Opportunities](#)

Title IV-E: [Stipend Programs](#)

Financial Aid: [Financial Aid | CSUEB](#)

International Applications: [Welcome to International Admissions](#)

## HOW TO APPLY TO THE UNIVERSITY

Students apply for CSUEB graduate admission using *Cal State Apply*. *Cal State Apply* is an online resource designed to help students and their families learn about the California State University (CSU) system, including CSUEB.

### ***Cal State Apply* Online Graduate Admission Application**

Go to [Graduate | CSU](#) to complete the online application. Before you start your online application to CSUEB, have your transcripts handy for reference and your credit card if you will be paying your application fee online (\$70.00). You will create an account with a login and password. You may stop at any time, save what you have completed and return to it later. Complete this application before sending in any official transcripts.

**International Students:** If you need an F-1 student visa, you also need to download these additional forms:

- I-20 Letter of Consent,
- Declaration of Finances, and
- Health Insurance Compliance (The CSUEB website does not list health insurance compliance as a requirement, but it does have a few more forms that are not included here.)

Please go to the Prospective International Students website, and follow those directions carefully. International admissions must be reviewed by the International Student Office.

[Welcome to International Admissions](#)