**Master of Social Work Application Information**

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). The MSW program is accredited by the Council on Social Work Education (CSWE).

This information packet serves as a guide for applicants. Careful attention to the description of application materials and program requirements, coupled with the *Application Checklist*, should make the process smooth. If you have additional questions, please attend one of our monthly information sessions (schedule included). Call the department office (510‑885-4916, option 3) for more information and visit our website at <http://www.csueastbay.edu/class/departments/socialwork/apply.html>.

**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, three letters of recommendation, and a complete set of official transcripts. 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** – This option is available for individuals interested in working in child welfare services, family service agencies, adolescent services, family preservation services, older adult services, *etc*.
2. **Community Mental Health Services** – This option is available for individuals interested in working in community mental health agencies, crisis intervention services, case management with the chronically and persistently mentally ill, and other mental health services, across the lifespan. The emphasis is on public sector work.

**Prerequisites:** 1) A statistics course AND 2) A course in **human** biology or **human** physiology or human anatomy. The human biology prerequisite does not require a lab; introduction to general biology courses do not fulfill this requirement.

**GPA:** Your minimum overall undergraduate GPA must be 2.8 (on a 4.0 scale) or higher

**References:** Three letters of recommendation with the Recommendation Coversheet are required (**all must be hand-signed originals – faxes, emails and copies are not accepted**). These must include at least one recommendation letter 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. Check the applicable box on the Recommendation Letter *Coversheet* regarding whether you wish to waive *your right to review* the reference letter or not, and sign and date the recommendation form. To be sure your letters arrive to the Social Work Department, submit them in the same large envelope with your application packet.

**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. If your criminal record prevents you from securing a field placement, you will not be able to remain in the MSW program. This DOES NOT have to be done at the time of application to the program.

**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.

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

1. Apply to CSUEB (the University) and **send them a complete set of official transcripts for all schools attended**.
2. Apply to the Social Work Department and **send us a complete set of official transcripts for all schools attended**.

**First Apply to the University: You must apply to the university before applying to the Social Work Department**. There is a $55.00 application fee payable to the University. Online applications for *Admission to Graduate Studies* are available at: https://www2.calstate.edu/apply. Complete the application and mail the application fee with **one (1) complete set of official transcripts** to: **CSUEB Office of Admission, 25800 Carlos Bee Blvd., Hayward, CA 94542**. 3

**Next Apply to the MSW Program:** Download the Social Work Department application forms from our website: <http://www.csueastbay.edu/class/departments/socialwork/apply.html>

In one large envelope, send all department application materials together to: **CSUEB Department of Social Work, 25800 Carlos Bee Blvd, Hayward, CA 94542.** Students can also hand deliver this material to the Social Work Office, MI 4064.

This large envelope should include your:

* application checklist
* department application
* personal statement
* current resume
* field placement application
* three letters of recommendation in separate sealed/signed envelopes that also include the coversheet, and
* one **complete** set of sealed official transcripts (this is in addition to the one you had to submit to the University).

**Application Deadline:** Applications will be accepted from **October 1, 2017 through December 15, 2017**. If you are not certain your application packet will arrive in time to be accepted, it must be postmarked by December 15, 2017 (at the latest) **and** sent overnight delivery to the Hayward address. Review and evaluation of MSW applications will begin when applications close on December 15, 2017. **It is the applicant’s responsibility to be sure the application is complete.** Early submission of complete applications is strongly recommended.

**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 forms 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 immediately and give or mail the signed recommendation coversheet form to them. Encourage them to respond promptly.
3. Notify the Social Work Department office and the Office of Admissions and Records promptly of any change of address telephone number, and/or email.
4. Update your transcripts when you complete your undergraduate degree, if you are applying while still in school.
5. Return the signed *Application Checklist* with your application materials to ensure that you have included all requested application materials.
6. Notify the Social Work Department as soon as possible if you decide to withdraw your application.
7. 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.

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

Scholarships: <http://www.csueastbay.edu/students/financing-your-education/scholarships/index.html>

<http://www.csueastbay.edu/academic/colleges-and-departments/apgs/office-graduate-studies/graduate-opportunities-and-financial-resources.html>

Title IV-E: <http://www.csueastbay.edu/class/departments/socialwork/title-iv-e.html>

Financial Aid: <http://www.csueastbay.edu/students/financing-your-education/fin-aid/index.html>

International Applications: <http://www.csueastbay.edu/prospective/how-to-apply/international-student-admission/>

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