**APPLICATION CHECKLIST**

In addition to filing the University’s online Graduate School Application, paying the application fee, and sending one set of official transcripts to the Office of Admissions and Records, **applicants must submit the following materials to the Department of Social Work.**

**Check each item that is enclosed with your Department Application. If the item is not enclosed please note when and how they will arrive.**

* this SIGNED application checklist
* the Social Work Department Application
* the Field Placement Application
* Your Personal Statement (limit 3 pages)
* A current resume
* One (1) complete set of unofficial transcript(s) (in a sealed envelope)

 [If you completed your undergraduate degree at CSUEB, write your net ID here \_\_\_\_\_\_\_. We can access your transcripts so you will not have to pay for an official copy. HOWEVER, you must still send copies of official transcripts for any other college you attended, such as a community college.]

* Three (3) sealed/signed letters of recommendation including the signed coversheets (all with original signatures)
* Title IV-E Public Child Welfare Application (required only if applying for this stipend)

Please acknowledge that you have read the following by checking the box:

* *I understand that the Hayward MSW program demands a full-time course load of 16-20 units per quarter, in addition to field internship of 16 hours per week per quarter the first year and 20-24 hours per week the second year.*

**Signature: Date:**

**Printed name:**