**Master of Social Work Application Information (Fall 2020)**

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).

This information packet serves as a guide for applicants. Careful attention to the 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. Call the Department office (510‑885-4916, option 3) for more information and visit our application website at: <http://www.csueastbay.edu/sw/apply-to-msw.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 unofficial 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 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** – 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:** 1) An introduction to 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. At the latest, proof of prerequisite completion should be submitted by the end of the first year of MSW study. (This means applications can be submitted before prerequisites have been completed.)

**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 WITH the Recommendation Coversheet are required (**all must be hand-signed originals – faxes, emails and copies are not accepted**). If at all possible, these should 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 the rest of 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. 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 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.

**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 unofficial transcripts for all schools attended**.

**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, 2019. 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 pay the application fee with **one (1) complete set of official transcripts** to: **CSUEB Office of Admission, 25800 Carlos Bee Blvd., Hayward, CA 94542**.

**Next Apply to the MSW Program:** Download the Social Work Department application forms from our website: <http://www.csueastbay.edu/sw/apply-to-msw.html>. The forms are also available at information sessions.

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 unofficial transcripts, and
* optionally, if you are applying for the Title IV-E Child Welfare Stipend, include that application form as well.

**Application Deadline:** Applications will be accepted from **October 1, 2019 through December 16, 2019**. If you are not certain your application packet will arrive in time to be accepted, it must be postmarked by December 16, 2019 (at the latest) **and** sent overnight delivery to the Hayward address. Review and evaluation of MSW applications will begin when applications close on December 16, 2019. **It is the applicant’s responsibility to be sure the application is complete.**

**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 early and give/mail your signed recommendation coversheet to them. Encourage prompt response.
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/financialaid/grad-students1/index.html>

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

<https://www.socialworkers.org/Careers/Career-Center/Resources-for-Students>

<https://www.cswe.org/Special-Pages/Visitor-Links/Students/Student-Funding-Opportunities>

Title IV-E: <http://www.csueastbay.edu/sw/stipend-programs.html>

Financial Aid: <http://www.csueastbay.edu/financialaid/index.html>

International Applications: <http://www.csueastbay.edu/iao/prospective-students/index.html>