APPLICATION DEADLINE

- The Social Work Admissions Office and the University Office of Graduate Studies must receive all of your application materials postmarked on or before FEBRUARY 10, 2006. Hand delivered applications must be received by 4:00 p.m. at the Division office on February 10. Applicants with incomplete applications past the deadline may not be considered for Admission.
- Please read this entire packet before completing your application packet.
- To receive a faster admission decision, please submit your application as soon as possible. Please make a copy of application materials (except sealed transcripts) for your records.

FOLLOW THESE STEPS TO APPLY:

I. University Application

A. Complete the University Application for Graduate Admission and pay the $55.00 Application fee by visiting http://www.csus.edu/gradstudies/GRADADM.HTM. Request all transcripts immediately, so you can send them with your graduate application.

B. Official transcripts: send one official copy of all transcripts from colleges and universities attended. If you are currently enrolled at CSUS, or have previously attended CSUS, you are not required to resubmit transcripts already on file at CSUS. You are required to submit new official transcripts for any additional coursework not already on file at CSUS. Allow at least six weeks or more to receive your transcripts. The grade point average is computed on the last 60 semester (90 quarter) units.

To facilitate processing your application and, therefore, receive a faster admission decision, you are encouraged to include all of the required transcripts in envelopes officially sealed by the issuing institution) along with your CSU application and application fee. Final decisions regarding your admission to the MSW Program will not be made until the University receives official transcripts.

If you have downloaded a hard copy of California State University application, please send the application and one set of transcript(s) directly to:

CSUS - Graduate Center
6000 J Street
Sacramento, CA 95819-6112

II. Division of Social Work Application

Please submit the admissions materials in steps A-C to the Division of Social Work addressed to:

CSUS, Div. of Social Work
Attn: Irma Salas, Graduate Admissions
6000 J Street
Sacramento, CA 95819-6090

All materials should be sent together, incomplete packets will not be reviewed.
A. Division of Social Work Application Packet

1. Division of Social Work Application.

   a. Provide all the information requested.

   b. Calculate total hours of volunteer and employment experience through December 2005. (page 3) **For employment experience divide by 2000 hours to get full time yearly equivalent.**

   c. Human service experience may be in mental health, health, group home, educational, recreation, child welfare or other settings but must involve social service functions such as counseling, group work, crisis intervention, advocacy, referral, provision of resources, social support, etc. Please describe such duties on page 3 of the application. **Please do not include a resume. You can duplicate application pages if you need more room. All information must be written on the application.**

   d. Examples of courses specializing in cultural diversity are ethnic studies, women's studies, Latin-American history, multicultural social work practice, Asian studies, etc. (page 2)

2. Official transcripts: send one complete set of official copies of all transcripts from colleges and universities attended with your application. If you are a graduate or current CSUS student you should include an unofficial transcript/photocopy in lieu of the official transcript.

3. Three Letters of Reference (See Instructions Below) with your application.

4. Personal Statement (See Instructions Below) with your application.

5. Liberal Arts Verification Form (see attached form).


7. Completed Checklist / Email Instructions.

B. Personal Statement

Complete a personal statement (6-8 pages maximum, typed and double-spaced). Use the outline headings provided below. Keep in mind that the Division of Social Work is trying to evaluate your unique qualities, capacities, preparation and suitability for professional work in the field. The personal statement will be evaluated on writing skills, depth and breadth of knowledge about current social problems and educational goals consistent with social work. It should also be used to elaborate on special knowledge, leadership, language proficiency and extraordinary challenges while completing undergraduate work.

Please answer each of the questions fully. Failure to address the points below will affect the rating of your overall application. We may request additional written materials to assess writing skills.

II. Professional Qualifications

1. Discuss how you developed an interest in Social Work. Were there any work or volunteer experiences that you have had that you believe will help you as a social worker.

2. Discuss your career objectives in Social Work. Indicate how they fit with the purpose, values and ethics of the social work profession.

3. Discuss your personal attributes (positive qualities and negative ones) that might be relevant to your future performance as a professional Social Worker.

III. Social Problem/s

4. Discuss one or two current social problems that are of greatest concern to you, the factors that contribute to their existence, and what ideas you have about ways in which they might be addressed or prevented.
IV. Additional elaborative information

5. Describe any special knowledge or experience you may have gained about socially and/or economically disadvantaged communities or other special populations. Examples include ethnic minorities, gays and lesbians, members of rural communities, the elderly, the physically challenged, children and youth, the homeless, etc. How was this knowledge and/or experience gained - e.g. through (1) paid employment or volunteer work, (2) special training or coursework, or (3) by having lived in one of these communities 4) or some other means?

6. Describe the extent of your involvement in activities which would demonstrate your capacity to assume leadership roles; such as program administration, training and supervision of others, community organizing, and/or board membership.

7. Have you demonstrated the ability to achieve an undergraduate degree in spite of severe and unusual circumstances? Please give examples.

8. If you are proficient or fluent in a language other than English, discuss how you acquired the language skill and the extent of your current usage at home and/or at work.

9. Please include any additional information which you feel might be helpful to the Division of Social Work in assessing your qualifications for professional Social Work education.

C. Letter of Reference Forms

Send three completed reference forms with your Division of Social Work Application. Provide ample notice so that references can complete them on time. In selecting appropriate persons to write letters of reference on your behalf, please note that the purpose of the letters is to obtain an objective evaluation from persons who have had an opportunity either to evaluate your academic work (for example, college professors) and/or your work in human services (for example, a recent supervisor or employer). Please use the enclosed forms. We have carefully selected the questions we would like answered by the people writing letters of reference. It is to your advantage to use our letter of reference forms, so that we can evaluate the responses of the writer. Please send no more than three.

References may be called to obtain clarification or further information.

UNCLASSIFIED OR CLASSIFIED GRADUATE STUDENTS

If you are currently attending CSUS as an unclassified OR classified graduate OR were accepted to the MSW Program for Fall 2005 but withdrew from classes, you must submit an Application for Classification. For more information, please call the Graduate Studies Office at (916) 278-6470 or visit the Graduate Center website http://www.csus.edu/gradstudies/forms.htm

REAPPLICANTS

Must complete a new Social Work Application, update the personal statement and submit new letters of reference or notify us in writing if you want to use the letters in your Fall 2005 file. The University Admissions Office keeps transcripts on file for one year. Please call Graduate Admissions to verify if you have complete transcripts on file.

APPLICANTS TRANSFERRING FROM OTHER ACCREDITED GRADUATE SOCIAL WORK PROGRAMS
The process of determining equivalency for purposes of transferring credit from any CSWE accredited graduate program in social work is at the discretion of the Division of Social Work, CSUS. Not more than 28 units assessed as equivalent to Division of Social Work, CSUS program requirements will be accepted and only in the case of students transferring in good standing from other programs accredited by CSWE. The Graduate Program Director evaluates equivalency. The Division may accept such students into the second year curriculum providing they apply successfully for admission through the Graduate Studies Office and the Division of Social Work. Academic credit earned in unaccredited social work programs will not be considered for transfer.

All applicants seeking to have course work considered for transfer to the Division of Social Work at CSUS must:

- Have been enrolled as a classified graduate student in a CSWE accredited social work program
- Arrange for a letter of support to be sent to the Division of Social Work, CSUS, from the Dean, Director or Chair (or designate) of the School/Department/Division of Social Work from which the applicant is transferring. If transfer credit is being sought for field instruction credit then this letter should include statements indicating the applicant's successful completion of field instruction work and supportive documentation regarding that field instruction course work (example - evaluations from field placement supervisor).
- Have successfully completed any graduate course work with a letter grade of B+ or better and/or credit in CR/NC grading schema (example - field instruction) along with positive written evaluation(s)
- Submit official transcripts for all applicable course work that an applicant wants to have considered for transfer (please note that applicable course work not yet completed will not be assessed for transferability until official transcripts reflecting grades earned for that course work are received by the Division of Social Work at CSUS)

The Division of Social Work, CSUS assumes no responsibility for either initiating or following up on an applicant's efforts to obtain materials in support of their request to have course credit transferred from another institution. This remains the sole responsibility of the applicant and should be done as early as possible in the application process since any delay could adversely impact acceptance decisions. Finally, additional information, materials, and documentation not listed or discussed here may be required before a final determination is made regarding any applicant's request to have credit considered for transfer.

INTERNATIONAL STUDENTS – Please call the International Students Office at (916) 278-7772 to request an application.

APPLICATION STATUS:
University Application: Please call Casper.net at (916) 278-8011. Other inquiries about the University application process, please call the University Office of Research and Graduate Studies at (916) 278-6470. Social Work Application: If you have not heard from the Department by May 1, please call (916) 278-5898 or email Irma Salas at: salasi@csus.edu

Revised 9/14/05