

Checklist for all MSW Graduate Applicants

(Open September 1, 2022)

Please complete steps in order.

Requirements to be completed and submitted by the appropriate deadlines

Early Bird deadline: 12/6/2022

Advanced Standing Applicant deadline: 1/10/2023

Final deadline: 2/7/2023

(Incomplete applications will NOT be reviewed)

- Complete Graduate Application
 - Log in to complete application here: <http://explore.msu.edu/apply>
 - Save password, log in and application ID to be used for login to Graduate Education Student Portal
 - Do not pay fee (yet) - it will lock your application for editing!

- Request OFFICIAL degree granting* transcripts to be sent to swgradoffice@ssc.msu.edu
 - If you will not graduate until after January 10th, please send a current transcript by admissions deadline, and again once your degree has been conferred
 - International applicants must request hard copies to be mailed
 - Transcripts must be sent directly from the institution. We will not accept any transcripts sent by the applicant.
 - MSU graduates (or current students graduating in May) must upload unofficial transcripts through the student portal

Register Three Recommenders.

 - Field**/Work/Volunteer/Academic
 - Work/Volunteer/Academic
 - Work/Volunteer/Academic

**Enter name and email address for each recommender in register recommender section of the portal. Each recommender will receive an email with link to upload their letter of recommendation

**Advanced Standing applicants ONLY: one of the three letters must come from their Field Practicum Supervisor

- Upload Applicant Statement of Purpose/Intent through your on-line application as "academic statement"
 - **Personal statement is optional. This statement is an opportunity to share additional information that you think we should consider. such as addressing low gpa, reasons for career change.**

- Log into student portal to upload SW documents

- Upload Resume

- Upload the following documents as "certification"
 - Criminal Background Statement of Understanding
 - NASW Code of Ethics Form
 - Liberal Arts Form

- Upload Additional Requirements form (SWB and Weekend only) as a certification item.
 - Statewide Blended Regular, Statewide Blended Advanced Standing and Weekend Program each have a specific Additional Requirements Form

- Pay \$65 Graduate Application Fee
 - \$75 for International Applicants
 - You will not be able to edit or change your Graduate Application once you have paid the fee (you can still make changes in the student portal)

- International applicants will need to upload copy of passport.