



Applications are reviewed and applicants are notified on a rolling basis. We encourage applicants to submit the application and all supporting documents at the earliest date possible.

I. Deadlines

- a. Applications Open: September 1 for the following academic year (i.e. 09/01/2023 for Summer 2024 and Fall 2024)
- b. Early bird deadline: December 8
- c. Application Deadline: February 2

II. Access Online application

- a. Log in to Application at <https://explore.msu.edu/apply/>
 - i. Select “start new application” and follow the menu to fill out the application step by step. You may save your application and return to it later. However, once you have submitted your application and paid the application fee your application will be locked and you will not be able to make any changes!

III. Graduate Application Instructions

- a. Personal Background
 - i. Enter personal information.
 - ii. Enter citizenship status, residency information, biographical info, gender/pronouns
- b. Other Information
 - i. Select semester to enroll
 - 1. Regular Standing start Fall
 - 2. Advanced Standing start Summer
 - ii. Select Major Preference
 - 1. Clinical Social Work (MSW) (Masters)-Regular Standing
 - 2. Clinical Social Work – Advanced Standing (Masters)
 - 3. Organization and Community Leadership (MSW) (Masters)-Regular Standing
 - 4. Organization and Community Leadership – Advanced Standing Masters (Masters)
 - iii. Answer Financial Aid questions
 - iv. Answer Communication questions
 - v. If relevant, provide statement. Enter N/A if not applicable.
 - 1. This is a place to provide additional explanations and statements that may not be listed in other parts of the application but are relevant for a complete review in consideration of graduate study.



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- vi. Answer Other questions
- c. Answer Conduct Questions
- d. Provide Academic History
 - i. Add all Institutions attended and GPA here
- e. Test Score
 - i. We do not require GRE, you may leave this section blank.
 - ii. International applicants please note that TOEFL, Duolingo English Test, IELTS Indicator, or TOEFL iBT Special Home Edition scores must be submitted here.
- f. Employment
 - i. Add relevant employment information summary here
- g. Activities
 - i. Add volunteering or professional activities and/or affiliations here
- h. References
 - i. Add three recommenders. On the form you will provide the name and information of your recommender, then answer a series of questions. Recommenders should be from a professional, academic, and/or volunteer setting. They should not be personal references such as a family friend, pastor, high school coach, or a therapist.
 - ii. Advanced Standing applicants must have one recommender from a field practicum supervisor or BSW Practicum Office. If that is not possible, you will be asked to briefly explain why in the online application. See statement section instructions in section III.b.v listed above
- i. Clinical Social Work Supplemental/ Department Questions
 - i. Applicant Statement
 - 1. Upload Academic/Applicant statement as "academic statement"

Academic/Applicant Statement Instructions-

As part of your application, you must include the academic/applicant statement. A personal statement is optional. You are expected to organize your applicant statement into a cohesive essay, rather than a list of discrete answers to the questions posed. In other words, you should use the questions to guide your statement but organize it like an essay or paper. The applicant statement is a critical part of the application: We will assess your ability to address the questions, as well as your writing skills, and fit with our MSW program. Your statement should



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be double-spaced, 12 pt font, and a maximum of 5 pages long. If you choose to reference scholarly or other sources, be sure to cite appropriately using [APA format](#). A reference page will not count to the 5-page page limit.

The [NASW Code of Ethics](#) is a guide for professional social work conduct. The principles outlined in the Code address our ethical responsibility to clients, colleagues, employers, the social work profession, and to society. These include the core values in which our mission is rooted: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence.

After reviewing the Code of Ethics:

- Discuss a current societal problem that drew you to social work. Choose one of the core values and discuss how it relates to this problem and your goals as a social work professional? What skills and knowledge do you plan to obtain from the MSU MSW program to help you develop this core value and address the problem?
- Describe how your personal and intellectual qualifications and past human service experience are relevant to furthering social justice and assisting the most economically and social disadvantaged groups in our society as a whole. Discuss a core value that you have demonstrated through these experiences. Please use specific examples.

ii. Personal Statement (optional)

The personal statement is an opportunity to share any additional information that you think we should consider as we review your application that does not fit within the applicant statement as outlined above. Examples may include the circumstances behind a low undergraduate GPA; reasons for a career change if you are new to social work; unique experiences, skills, or perspectives you bring that contribute to the diversity of the program, etc. If you choose to include a personal statement, it should be no more than 1 page and uploaded to the “personal statement” section of the online application.

iii. Select Program of Interest

1. East Lansing Full Time
2. East Lansing Part Time
3. Flint Full Time
4. Flint Part Time
5. Weekend

By submission of an application to the Weekend Program, applicants who are out of state acknowledge that to be eligible for this program they must live within 50 miles of the Michigan border. Students will be required to submit verification prior to final admissions decision processing.

6. Statewide Blended Regular Part-Time



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7. Statewide Blended Advanced Standing Part-Time
8. Statewide Blended Advanced Standing Full-Time

By submission of an application to the Statewide Blended Program, applicants acknowledge that to be eligible for this program they must live more than 30 miles from the East Lansing campus and, if out of state, must live within 50 miles of the Michigan border. Students will be required to submit verification prior to final admissions decision processing.

iv. Select Certificate Interest (if any)

1. Please review at <https://socialwork.msu.edu/MSW/certificate-programs/index.html>

v. Additional department questions

1. If you are applying to a joint degree, select one. (PLEASE NOTE: You must apply and be accepted into the Law School or the School of Public Health separately)
2. For Advanced Standing applicants, if you are not able to get at least one letter of recommendation from a previous field practicum supervisor or from someone at your undergraduate field office, briefly explain why. See statement section instructions in section III.b.v listed above
3. For Regular MSW applicants, if your undergrad GPA is below a 3.0, briefly explain the circumstances and why you believe you are now able to maintain a GPA of 3.0 or higher in a graduate program. See statement section instructions in section III.b.v listed above

For All applicants:

Transcripts:

You must request official hard copies of your transcripts – as soon as possible – from all of your previous University coursework. An official copy is one that is generated by the institution and submitted in a sealed envelope by the institution. Transcripts submitted by the applicant will not be accepted. Applicants with a bachelor's degree from MSU (or who are expecting one by May) must upload an unofficial transcript through the student portal.

Request official transcripts be sent via email to: swgradoffice@ssc.msu.edu

or mailed to:

Graduate Programs School of Social Work
655 Auditorium Road
Rm. 239 Baker Hall
East Lansing, MI 48824



Note: International Applicants:

Emailed transcripts will not be accepted for international applicants. You must request official hard copies of your transcripts – as soon as possible – from all of your previous University coursework. Transcripts must show courses taken and grades earned and must be translated into English if the original records are in another language. If a document is translated, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government.

For International applicants:

If you are an international applicant, you must also provide the following information.

- a. Passport- You must upload a photocopy of your passport in the student portal
- b. English proficiency examinations- International applicants are required to submit TOEFL, Duolingo English Test, IELTS Indicator, or TOEFL iBT Special Home Edition scores. The Testing center must electronically submit your scores directly to the Office of Admissions. Scores submitted by you will not be considered official. The Michigan State University code is 1465. In order to be admitted, you must meet minimum scores as detailed at <https://grad.msu.edu/english-language-competency>
- c. Affidavit of Support- In order to comply with U.S. Government regulations, you must complete the Affidavit of Support, which can be found under Financial Proof at grad.msu.edu/internationalapplicants. Final admission cannot be granted until the Office of Admissions is satisfied that all documents are complete and correct.

Make sure all information is entered, and materials uploaded before submitting application. Once all items are completed, submit and pay application fee.

After Submission of Application:

- Log in to the [Slate Applicant portal](#) regularly to view your application status and respond to any messages in the E-Message Center. The applicant is responsible for making sure all information is complete and required documents are uploaded in a timely manner. Communication about your application will be made through the Slate Applicant portal. Make sure notifications from the portal are not going to your Spam.
- After decision of admissions has been made, all students will be required to complete a certification process that confirms receipt, review, and acknowledgment of the following prior to final admissions processing.
 - All Applicants:
 - [Criminal Background Statement of Understanding](#) (reference)



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All applicants to the University must answer a question regarding criminal conduct and academic dishonesty as part of the application process. Students who are admitted to the University may also be required to undergo a criminal background check related to study in a particular field, licensing requirements, or internship placements.

- [Code of Ethics Agreement Form](#) (reference)
All applicants must review, and sign as acknowledgement the Code of Ethics Agreement Form.

Notice to Statewide Blended and Weekend Applicants:

The Statewide Blended and Weekend programs have requirements regarding how far you live from various campus sites. In addition, because of the unique blend of online and face-to-face instruction, we want to ensure that applicants have access to appropriate technology. Prior to final admissions processing, students will be required to verify acknowledgment of eligibility for these programs. If a candidate is found to be ineligible any offer of admissions may be rescinded.

- For Statewide Blended Regular applicants, complete the **Additional Requirements Form**. Sent via welcome letter from Academic Advisor after admissions to the MSW program.
- For Weekend applicants, upload the **Weekend Additional Requirements Form**. Sent via welcome letter from Academic Advisor after admissions to the MSW program.