



MICHIGAN STATE UNIVERSITY

Applications are reviewed and applicants are notified in a rolling process. 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. 09/01/2024 for Summer 2025 and Fall 2025)
 - b. Early decision deadline: December 8, 2024
 - c. Application Deadline: February 7, 2025

- 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: Name(s); permanent & mailing addresses; and contact information
 - ii. Enter citizenship status, residency information, biographical info, and identification information as desired

 - b. **Other Information**
 - i. Select semester to enroll
 1. Regular Program: Fall
 2. Advanced Standing Program: Summer
 - ii. Select Major Preference
 1. Clinical Social Work (MSW) (Masters)
 2. Clinical Social Work – Advanced Standing (Masters)
 3. Organization and Community Leadership (MSW) (Masters)
 4. Organization and Community Leadership – Advanced Standing Masters (Masters)
 - iii. Answer Communication questions
 - iv. Answer Financial Aid questions
 - v. Answer Veteran Status questions
 - vi. If relevant, provide Covid 19 statement. Enter N/A if not applicable.
 - vii. Answer First Generation and Affiliation Questions
 - viii. Answer Conduct Questions



MICHIGAN STATE UNIVERSITY

- c. Academic History
 - i. Add your institution (s) and fill out form
 - ii. Add your GPA here

- d. Test Scores
 - i. We do not require GRE Leave this section blank.
 - ii. International students are required to upload English Proficiency test scores here.

- e. Employment
 - i. Add employment information. Note that you will still be required to upload your CV/Resume to the Application.

- f. Activities
 - i. Add volunteering or professional affiliations. Note that you will still be required to upload your CV/Resume to the Application.

- g. References
 - i. Add contact information for 3 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.

IV. Social Work Application/Supplemental Questions

- a. 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 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



MICHIGAN STATE UNIVERSITY

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.

h. 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.

i. Department Questions

i. Select Program of Interest

1. East Lansing Full Time
2. East Lansing Part Time
3. Statewide Blended Regular Part-Time
4. Statewide Blended Advanced Standing Part-Time
5. 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 that, 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.

ii. Select Certificate Interest (if any)

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



MICHIGAN STATE UNIVERSITY

[programs/index.html](https://www.msu.edu/programs/index.html)

2. Indicate any areas of interest, i.e. justice involved youth, healthcare, community mental health, child welfare, etc.
- iii. Please upload an updated CV/Resume
- iv. Additional department questions
 1. 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.
 2. For Advanced Standing, you must have GPA of 3.25 during undergraduate studies and a Bachelor's of Arts in Social Work granted within the last six years from a CSWE accredited program. If GPA eligibility is not met applicants may be considered for a regular program.
 3. 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.
 4. 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)
 5. The School of Social Work requires all applicants to read and acknowledge a Criminal Background Statement Acknowledgment as a part of the application process.
 - [Criminal Background Statement of Understanding](#) (reference)
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.

j. 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



MICHIGAN STATE UNIVERSITY

655 Auditorium Road
239 Baker Hall East Lansing, MI 48824

i. Official Transcripts (International)

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.

- b. Passport- You must upload a photocopy of your passport in the student portal
- c. 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>
- d. 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/internationalapplicant. 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.

V. Certifications
Notice to All Applicants:



MICHIGAN STATE UNIVERSITY

1. All students will be required to complete a certification process that confirms receipt, review, and acknowledgment of the following prior to final admissions processing.
 - [Code of Ethics Agreement Form](#) (reference)
All applicants must review, and sign as acknowledgement the Code of Ethics Agreement Form.

 - Notice for Statewide Blended Applicants:
The Statewide Blended program has 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 this program. If a candidate is found to be ineligible any offer of admissions may be rescinded.
 1. For Statewide Blended Regular applicants, complete the Additional Requirements Form. Sent via welcome letter from Academic Advisor after admissions to the MSW program.