Checklist for all MSW Graduate Applicants
Requirements to be completed and submitted by **January 10th, 2021**
(Incomplete applications will NOT be reviewed)

Please complete steps in order:

- □ Complete Graduate Application
  - o [https://admissions.msu.edu/application/app.asp?AL=G](https://admissions.msu.edu/application/app.asp?AL=G)
  - o Personal/Academic statements should be left blank in lieu of new Applicant Statement upload requirement
  - o Save password, log in and application ID to be used for login to Graduate Education Student Portal
  - o Do not pay fee (yet) – it will lock your application for editing!

- □ Request OFFICIAL degree granting* transcripts to be sent to Graduate Office @ swgradoffice@ssc.msu.edu
  - o * 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
  - o International applicants must request hard copies to be mailed
  - o Transcripts cannot be sent directly from applicant

- □ Log in to Graduate Education Student Portal

- □ Register Three Letters of Recommendation
  1. Field**/Work/Volunteer/Academic
  2. Work/Volunteer/Academic
  3. Work/Volunteer/Academic
  - **Advanced Standing applicants ONLY: one of their three letters must come from their Field Practicum Supervisor

- □ Upload Applicant Statement as "Statement of Purpose/Intent" in drop down menu
  - o Double-spaced, 12 pt. font, and a maximum of 5 pages long

- □ Upload Criminal Background Statement of Understanding
  - o This form is in addition to the questions you answered on the graduate application
If you marked yes to any of the university disclosure questions on the graduate application, you may be required to provide additional documents and information.

- Upload Resume

- Upload NASW Code of Ethics form as a supplemental item

- Upload Liberal Arts form
  - Must list a minimum of 19 liberal arts credits

- Upload Additional Requirements form (SWB and Weekend only) as a supplemental 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)