

Checklist for all MSW Graduate Applicants

Requirements to be completed and submitted by **January 10th, 2020**

Complete steps in order:

- **Complete Graduate Application**
 - <https://admissions.msu.edu/application/app.asp?AL=G>
 - Personal/Academic statements can be left blank in lieu of new Applicant Statement upload
 - Save password, login 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 Graduate Office**
 - If you will not graduate until after January 10th, you must send current transcripts, and then we will require your degree granting transcript before program starts
 - International applicants must request hard copies
 - Transcripts cannot come from the applicant in any way
- **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 must have letter from Field Practicum Supervisor
- **Upload Applicant Statement**
 - 3-page, double-spaced, 12-pt font, essay
 - Upload as a “Statement of Purpose/Intent” drop-down option
- **Upload Criminal Background Statement of Understanding**
 - Form to be filled out, signed, and uploaded into the student portal

- This form is in addition to the questions you answered on the graduate application
- If you mark 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 Code of Ethics form**
- Upload Liberal Arts Form**
 - Must list a minimum of 19 liberal arts credits
- For Regular Statewide Blended Applicants ONLY: Additional Requirements Form**
- For Advanced Standing Statewide Blended Applicants ONLY: Additional Requirement 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.