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](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 10\textsuperscript{th}, 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\textsuperscript{**}/Work/Volunteer/Academic
  2. Work/Volunteer/Academic
  3. Work/Volunteer/Academic

  \textsuperscript{**}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.