Checklist for all MSW Graduate Applicants

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

Complete steps in order:

☐ Complete Graduate Application
  o https://admissions.msu.edu/application/app.asp?AL=G
  o Personal/Academic statements can be left blank in lieu of new Applicant Statement upload
  o Save password, login 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
  o 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
  o International applicants must request hard copies
  o 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
  o 3-page, double-spaced, 12-pt font, essay
  o Upload as a “Statement of Purpose/Intent” drop-down option

☐ Upload Criminal Background Statement of Understanding
  o 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
- [ ] Upload Additional Requirements form (SWB and Weekend only)
  - 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.