

Checklist for all MSW Graduate Applicants
Requirements to be completed and submitted by **February 8th, 2021**
(Incomplete applications will **NOT** be reviewed)

Please complete steps in order:

- Complete Graduate Application
 - <https://admissions.msu.edu/application/app.asp?AL=G>
 - Personal/Academic statements should be left blank in lieu of new Applicant Statement upload requirement
 - Save password, log in 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 @ swgradoffice@ssc.msu.edu
 - * 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
 - International applicants must request hard copies to be mailed
 - 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
 - Double-spaced, 12 pt. font, and a maximum of 5 pages long

- Upload Criminal Background Statement of Understanding
 - 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)