

MSU MSW Application Instructions Contents

Deadlines.....	2
Online application.....	2
Transcripts.....	3
Through the Graduate Education Portal.....	3
Applicant Statement	4
Recommenders	4
Criminal Background Statement of Understanding	5
Liberal Arts Form.....	5
Résumé.....	5
Code of Ethics Agreement Form	5
For Statewide Blended and Weekend applicants.....	6
For International applicants.....	6
Official Transcripts	6
English proficiency examinations.....	6
Affidavit of Support.....	7
Communication about your application	7
Instructional Videos for the Application Process.....	7
Other information and resources	7

Deadlines

Applications open: **September 1, 2020** for the 2021 academic year

Early bird deadline: **December 1, 2020**

Priority deadline: **January 10, 2021**

Extended deadline: **February 8, 2021**

Online application

[Link to domestic student online application](#)

[Link to international student online application](#)

Leave the Personal and Academic statements on the online application blank. You will upload an Applicant Statement to the Student Portal. See [Applicant Statement Instructions](#).

You may save your application and return to it later using the link above and the login information that will be sent to the email you provide.

However, once you have submitted your application and paid the application fee your application will be locked and you will not be able to make any changes!

Make sure your information is complete before final submission.

To complete the online application you will need the following information.

- First semester to enroll
 - For Regular MSW, select Fall semester
 - For Advanced Standing, select Summer semester
- Major preference (under the College of Social Science)
 - For Regular Clinical, select 4493 – Clinical Social Work (MSW) – (Masters)
 - For Regular Organization and Leadership, select 7724 – Organization & Community Leadership (MSW) – (Masters)
 - For Advanced Standing Clinical, select 4502 – Clinical Social Work – Advanced Standing – (Masters)
 - For Advanced Standing Organization and Leadership, select 7723 – Organization & Community Leadership – Advanced Standing – (Masters)

Departmental questions

- Area(s) of interest – select which program option you would like to apply to.
 - East Lansing Full Time
 - East Lansing Part Time

- Flint Full Time
 - Flint Part Time
 - Oakland Full Time
 - Oakland Part Time
 - Mid-Michigan Full Time
 - Mid-Michigan Part Time
 - Statewide Blended
 - Weekend
- If you are applying to a joint degree, select one. (PLEASE NOTE: You must apply and be accepted into the Law School or the School of Public Health separately).
 - Indicate which, if any, of our certificate or scholars programs you are interested in. (PLEASE NOTE: You will not complete a certificate application until you are accepted into the MSW program).
 - For Advanced Standing applicants, if you are not able to get at least one letter of recommendation from a previous field practicum supervisor or from someone at your undergraduate field office, briefly explain why.
 - For Regular MSW applicants, if your undergrad GPA is below a 3.0, briefly explain the circumstances and why you believe you are now able to maintain a GPA of 3.0 or higher in a graduate program.

Transcripts

Request an **official copy** of your transcripts be sent via email to swgradoffice@ssc.msu.edu or mailed to:

Graduate Programs
School of Social Work
655 Auditorium Road
239 Baker Hall
East Lansing, MI 48824

An official copy is one that is generated by the institution and submitted in a sealed envelope by the institution. Unofficial transcripts submitted by the applicant will not be accepted. Applicants with a bachelor's degree from MSU (or who are expecting one by May) do not need to submit transcripts.

Through the Graduate Education Portal

[Link to the Graduate Education Portal](#)

Applicant Statement

This statement must be submitted with your application for admission. Please upload to the graduate education student portal as a “Statement of purpose/intent”.

You are expected to organize your personal statement into a cohesive essay, rather than a list of discrete answers to the questions posed. In other words, you should use the questions to guide your personal statement but organize it like an essay or paper. The personal statement is a critical part of the application: We will assess your ability to address the questions, as well as your writing skills, and fit with our MSW program. Your statement should be double-spaced, 12 pt font, and a maximum of 5 pages long. If you choose to reference scholarly or other sources, be sure to cite appropriately using [APA format](#). A reference page will not count to the 5-page page limit.

The [NASW Code of Ethics](#) is a guide for professional social work conduct. The principles outlined in the Code address our ethical responsibility to clients, colleagues, employers, the social work profession, and to society. These include the core values in which our mission is rooted: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence.

After reviewing the Code of Ethics:

- Discuss a current societal problem that drew you to social work. Choose one of the core values and discuss how it relates to this problem and your goals as a social work professional? What skills and knowledge do you plan to obtain from the MSU MSW program to help you develop this core value and address the problem?
- Describe how your personal and intellectual qualifications and past human service experience are relevant to furthering social justice and assisting the most economically and social disadvantaged groups in our society as a whole. Discuss a core value you that you have demonstrated through these experiences. Please use specific examples.

Recommenders

In the Graduate Education Student Portal register three recommenders. Recommenders should be from a professional, academic, and/or volunteer setting. They should not be personal references such as a family friend or a therapist. Recommenders should be able to speak to things like your academic ability, your interpersonal skills, your experiences working with diverse groups of people, the fit of your professional goals with social work, and your ability to manage conflict and stressful situations. No one reference will be able to speak to all of these so try to choose recommenders who each bring a different perspective about you.

Advanced Standing applicants must have one recommender from a field practicum supervisor. If that is not possible, you will be asked to briefly explain why in the online application.

Once you register recommenders, they will receive an email with instructions. It is your responsibility to make sure they submit their recommendations by the application deadline. Finding recommenders can take time. Do this early.

Criminal Background Statement of Understanding

Complete the Criminal Background Statement of Understanding and upload to the Graduate Education Student Portal. This is not to disclose any criminal history, but to ensure that you know that field placement agencies may require criminal background checks and that a criminal record may make you ineligible for placements.

[Link to the Criminal Background Statement of Understanding](#)

In addition, all applicants to the University must answer a question regarding criminal conduct and academic dishonesty as part of the application process. Students who are admitted to the University may also be required to undergo a criminal background check related to study in a particular field, licensing requirements, or internship placements. ([Link to Office of General Counsel FAQ](#))

Liberal Arts Form

Complete the Liberal Arts Form and upload to the Graduate Education Student Portal. This form documents that you have completed at least 19 academic semester credits in courses that reflect a liberal arts perspective which is one of the program requirements.

[Link to the Liberal Arts Form](#)

Résumé

Upload your résumé to the Graduate Education Student Portal.

Your résumé is important because it is another way of giving reviewers a picture of your academic and relevant professional and/or volunteer experiences. How you construct your résumé and how it aligns with your other materials also tells reviewers something about the way you tell your story. There is no such thing as a one-size-fits-all résumé. You should tailor it match the purpose you are using it for – in this case demonstrating your readiness for graduate education and your fit with social work and the MSU MSW program.

Code of Ethics Agreement Form

Read the NASW Code of Ethics, then complete the Code of Ethics Agreement form and upload it to the Graduate Education Student Portal.

[Link to the Code of Ethics Agreement form](#)

[Link to the NASW Code of Ethics](#)

For Statewide Blended and Weekend applicants

The Statewide Blended and Weekend programs have requirements regarding how far you live from various campus sites. In addition, because of the unique blend of online and face-to-face instruction, we want to insure that applicants have access to appropriate technology. By completing these forms, you confirm this information. Once you have completed the appropriate form, upload it to the Graduate Education Student Portal.

[Link to Statewide Blended Additional Requirements Form for Regular MSW applicants](#)

[Link to Statewide Blended Additional Requirements Form for Advanced Standing MSW applicants](#)

[Link to Weekend Program Additional Requirements Form](#)

For International applicants

If you are an international applicant, you must also provide the following information.

Official Transcripts

Emailed transcripts will not be accepted for international applicants. You must request official hard copies of your transcripts – as soon as possible – from all of your previous University coursework.

Official means, signed, sealed and delivered by your academic university to the School of Social Work.

Transcripts must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a document is translated, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government.

In addition, if you are pursuing or have earned degrees from universities in China, the Office of Admissions requires you submit not only transcripts and graduation certificates from China, but also verification of these documents from the China Academic Degrees and Graduate Education Development Center (CDGDC) in English.

All documents should be sent to:

Graduate Programs – School of Social Work
655 Auditorium Road, Office 239 Baker Hall
East Lansing, MI 48824

English proficiency examinations

You must complete the Test of English as Foreign Language (TOEFL) Exam at an approved Testing Center. Michigan State University's Code is 1465. The Testing center must electronically submit your scores directly to the Office of Admissions. Scores submitted by you will not be considered official.

In order to be admitted, you need a minimum average score on the TOEFL of 80 with no subscore below 19 for reading, listening, and speaking and no writing subscore below 22.

Affidavit of Support

In order to comply with U.S. Government regulations, you must complete the Affidavit of Support.

[Link to Affidavit of Support](#)

Final admission cannot be granted until the Office of Admissions is satisfied that all documents are complete and correct.

The deadline for submitting your application is January 10, however, government or agency sponsored international students may have additional or other applications to complete with their own deadlines.

More information is available through The Graduate School.

[Link to The Graduate School](#)

Communication about your application

Communication about your application will be made through the student portal. Make sure notifications from the portal are not going to your Spam and log in to the portal regularly and log in regularly to view your application status and respond to any messages in the E-Message Center.

You are responsible for making sure all information is complete and required documents are uploaded in a timely manner.

Instructional Videos for the Application Process

We have created a series of [instructional videos](#) to help you navigate the application process.

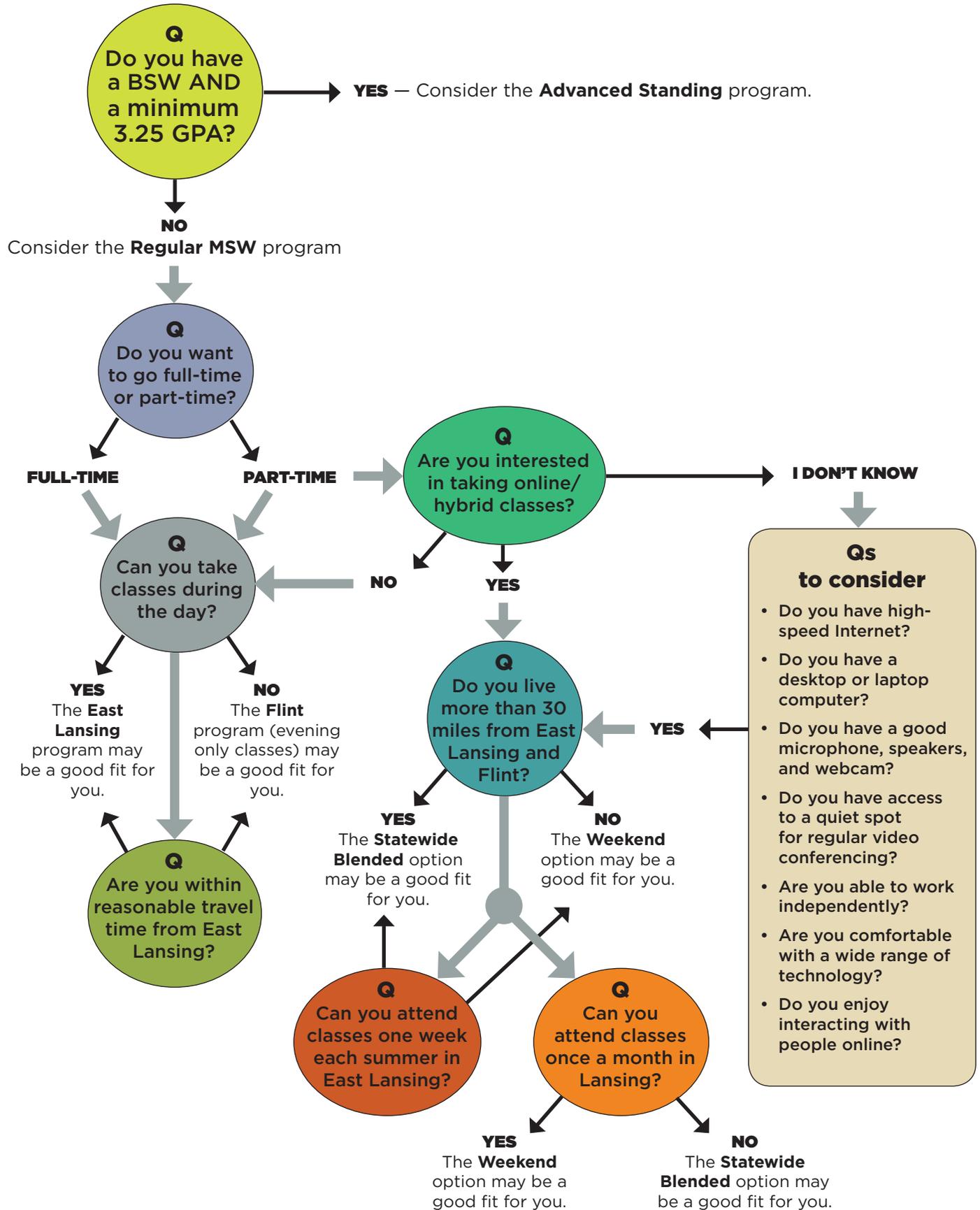
Other information and resources

[Link to more information on Clinical Social work](#)

[Link to more information on Organizational Community Leadership](#)

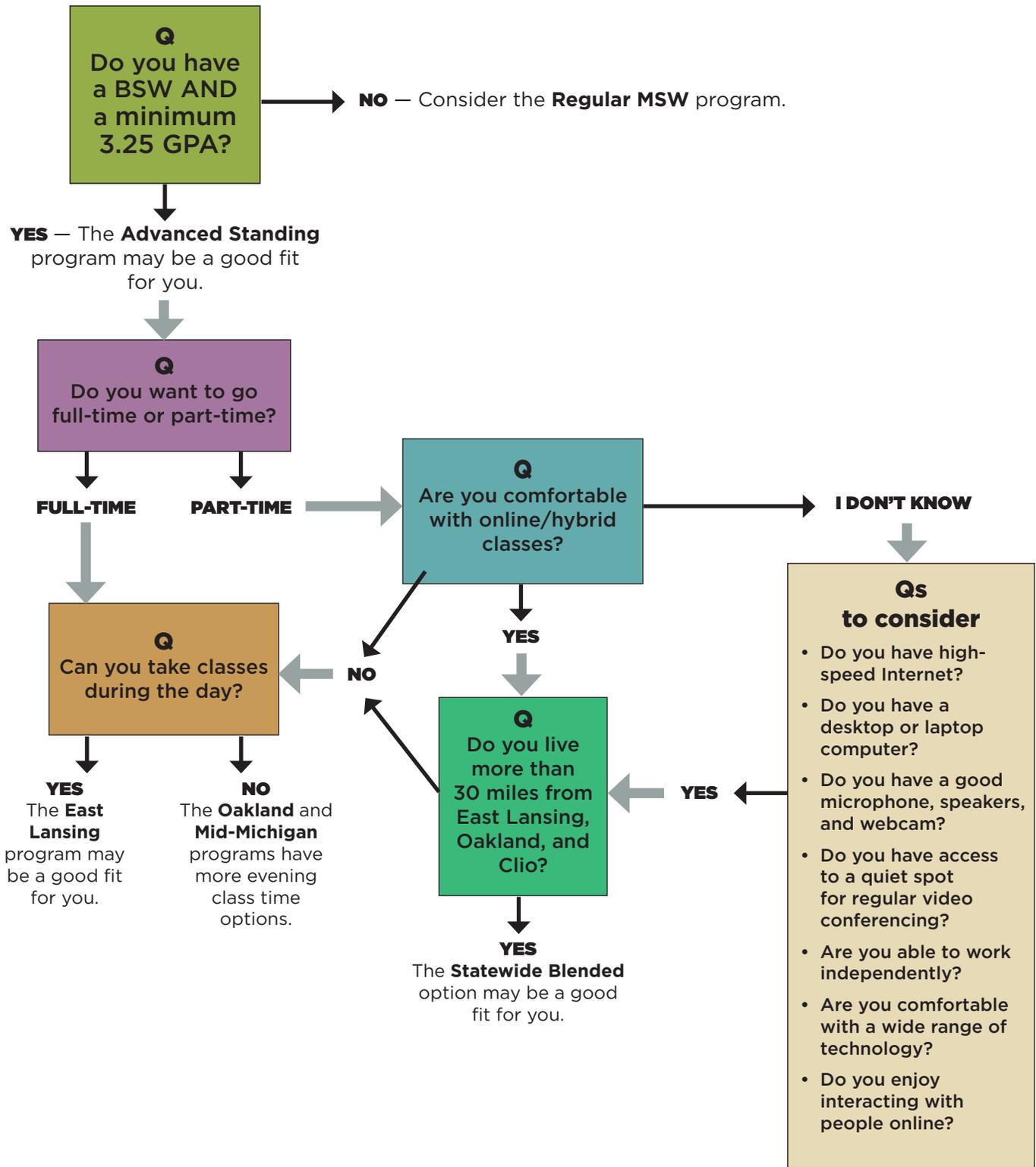


WHICH MSW PROGRAM FITS?





WHICH MSW PROGRAM FITS?



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)