Complete Checklist for PhD Application in Social Work
Applications are due on December 7th (Incomplete applications will NOT be reviewed)

☐ Complete and submit graduate application
  (https://admissions.msu.edu/apply/graduate-students)
    o Select Fall Semester as First Semester to Enroll
    o Select your Major Preference as “Social Work (Doctoral)”
    o Register your 3 Recommenders
    o International applicants need to complete TOEFL, Duolingo English Test, IELTS Indicator, or TOEFL iBT Special Home Edition information. Learn more about English language proficiency requirements.
    o GRE scores are optional
    o Complete all other required information, review and submit
      ▪ You will get a confirmation email from MSU with login info
    o Applicants should check their email 2-3 times per week as they are responsible for ensuring a complete application

☐ Request official transcripts to be sent to the Graduate Office (hard copies with envelope and seal only for international students). Do not upload yourself.
  ▪ By Email:
    ➔ swgradoffice@ssc.msu.edu
  ▪ By Postal Service:
    School of Social Work Graduate Office
    Michigan State University
    655 Auditorium Road, Room 239 Baker Hall
    East Lansing, MI  48824-1118

☐ Log into your account (https://explore.msu.edu/account/login)
  o Check your application status
  o Submit required documents
    ▪ Personal statement
    ▪ Academic statement (not required but cannot leave blank)
    ▪ Resume/CV
    ▪ Two examples of written work (no dropdown option yet – use “Certification” for now)
    ▪ Affidavit of support and financial proof (international applicants only)
    ▪ Copy of Passport (international applicants only)
  o Edit any personal information
- Pay application fee ($65 domestic, $75 international)

Questions? Contact swgradoffice@ssc.msu.edu