Fall 2015 Admission
Applicants are admitted to the CSULB Master of Social Work (MSW) program for the Fall semester only; we do not offer Spring admission. Applications are accepted on a rolling admission basis beginning October 1, 2014 and are reviewed on a first-come first-served basis until spaces are filled. Applicants are strongly encouraged to submit their application packets early. The deadline for all application materials is February 15, 2015.

MSW Program Overview
The School of Social Work at CSULB offers three program plans for the completion of the MSW degree: 2-Year, 3-Year, and an Advanced Standing option. For more information regarding the MSW program and the various program options, please review the “MSW Program Overview” document posted to the School of Social Work website.

Advanced Standing Applicants
To be considered for the Advanced Standing MSW program, applicants must meet additional eligibility requirements. In addition, applicants are required to respond to an additional question in their Personal Statement and include specific references in their application packet to the School of Social Work. Applicants should read through these application guidelines closely to ensure they have met all of these requirements.

Information Meetings
Prospective applicants are encouraged to attend one of our information meetings for timely information regarding admission requirements and the application process. Those in attendance will have an opportunity to ask questions, meet others interested in the social work field, and assess educational opportunities provided by the MSW program at CSULB. Information meetings will be held on the following dates on the CSULB campus and are open to all who are interested (no RSVP required):

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 9, 2014</td>
<td>6:15 – 8:30 P.M.</td>
<td>HSCI-100</td>
</tr>
<tr>
<td>Saturday, November 8, 2014</td>
<td>10:00 A.M. – 12:00 P.M.</td>
<td>HSCI-100</td>
</tr>
<tr>
<td>Thursday, November 20, 2014</td>
<td>6:15 – 8:30 P.M.</td>
<td>HSCI-100</td>
</tr>
<tr>
<td>Thursday, December 4, 2014</td>
<td>6:15 – 8:30 P.M.</td>
<td>HSCI-100</td>
</tr>
<tr>
<td>Saturday, December 6, 2014</td>
<td>10:00 A.M. – 12:00 P.M.</td>
<td>ECS-105</td>
</tr>
<tr>
<td>Saturday, January 24, 2015</td>
<td>10:00 A.M. – 12:15 P.M.</td>
<td>HSCI-100</td>
</tr>
</tbody>
</table>

Refer to the online campus maps for parking information.
Tuition Costs
Tuition fees are set by University Enrollment Services (fall & spring classes) and the College of Continuing & Professional Education (summer classes) and are subject to change. Total tuition costs for the CSULB MSW program varies by program plan and California residency status. The table below provides estimated tuition costs for the three MSW program plans for California residents (as of 10/1/14). These costs are for tuition and fees only and do not include the costs for books, room and board, or other living expenses.

<table>
<thead>
<tr>
<th>MSW PROGRAM PLAN</th>
<th>CALIFORNIA RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Year</td>
<td>$15,436</td>
</tr>
<tr>
<td>3-Year</td>
<td>$25,254</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>$11,218</td>
</tr>
</tbody>
</table>

*ESTIMATED TOTAL TUITION COSTS (AS OF 10/1/14)

*IMPORTANT: These estimated tuition costs are based on the fee schedule posted on 10/1/14 and are subject to change at any time. Non-residents are required to pay an additional $372 per unit. In addition, international students must meet minimum enrollment requirements that may incur additional tuition costs and should contact the Center for International Education for more information. The School of Social Work does not set tuition fees for the MSW program. Applicants should consult the University Enrollment Services website for the most up-to-date tuition and fee information.

Financial Aid
Graduate students are eligible to receive financial aid, so applicants to the CSULB MSW program can apply for financial aid. Applicants who need more information on financial aid and how to finance their education should consult the CSULB Financial Aid website.

Eligibility Criteria

2-Year or 3-Year MSW Program
Applicants must meet the following criteria in order to be considered for the 2-Year or 3-Year MSW program:

- Completion of a baccalaureate degree from an accredited college/university no later than Spring 2015.
- A cumulative undergraduate GPA of 2.5 or higher on a 4.0 scale.
- Completion of a prerequisite course in Elementary Statistics with a letter grade of “C” or better no later than Spring 2015. [NOTE: A grade of “C minus (C-)” does not meet this requirement.]

Advanced Standing MSW Program
Applicants must meet the following criteria in order to be considered for the Advanced Standing MSW program:

- Completion (within the last 5 years) of a baccalaureate degree in Social Work from a CSWE-accredited program no later than Spring 2015.
- A cumulative undergraduate GPA of 3.0 or higher on a 4.0 scale.
- Completion of a prerequisite course in Elementary Statistics with a letter grade of “C” or better no later than Spring 2015. [NOTE: A grade of “C minus (C-)” does not meet this requirement.]
- NOTE: Specific references and an additional question in the Personal Statement are required for applicants to the Advanced Standing MSW program. Please refer to the “Application Process” section for details.
Application Process
Application to the MSW program is a TWO-STEP process. First, each applicant must apply online to the University (CSULB). Second, each applicant must submit a separate application packet directly to the School of Social Work. The following information provides details about the application process.

STEP 1: Application to the University (CSULB) as a Graduate Student
Each applicant must first apply to the University as a graduate student. The “Graduate Admission Application” is available online at CSUMentor (www.csumentor.edu). There is a $55.00 application fee for the University application. The applicant must have original transcripts from all postsecondary schools sent directly to “CSULB Enrollment Services/Admissions, CSU Long Beach, 1250 Bellflower Blvd., Long Beach, CA 90840.” Refer to the “Transcripts” section for more information.

STEP 2: Application to the School of Social Work MSW Program
The second step in the application process is to apply directly to the School of Social Work MSW program. Once the applicant receives a 9-digit campus identification number from University Enrollment Services (usually 1-2 weeks following application to the University), the applicant must submit a complete supplemental application packet directly to the School of Social Work.

A COMPLETE SUPPLEMENTAL APPLICATION PACKET must include the following:
• MSW Admission Application form
• Current Résumé
• Personal Statement
• Elementary Course Syllabus (if applicable: see instructions)
• Three (3) Reference Forms submitted in sealed and signed envelopes

The following includes a detailed description & instructions for the supplemental application packet materials:

(A) MSW Admission Application form
  o This form can be downloaded from our School of Social Work website: http://www.csulb.edu/colleges/chhs/departments/social-work/master-of-social-work/
  o The applicant must complete this form in full.
  o The applicant must include the 9-digit campus identification number issued by University Enrollment Services on pages 1 and 2 of the application form.
  o The applicant must sign (original signature required) & date page 5 of the application.

(B) Current Résumé
  o The applicant should include all paid, internship, and volunteer experience in the résumé and list the most recent Social Work or Social Work-related experience first.
  o For each position, the applicant must include on the résumé all of the information listed on page 3 of the application.

(C) Personal Statement
  o The personal statement must include the applicant’s responses to the specific questions on page 6 of the application.
  o The personal statement must be typed, double-spaced, 12-pt font, and 4-6 pages in length.
  o Advanced Standing applicants must respond to Question #9 in addition to Questions #1-8 in their personal statement.
(D) **Elementary Course Syllabus**: The applicant must earn a grade of “C” or better in an approved statistics course no later than Spring 2015 [a grade of “C minus (C-)” does not meet this requirement]. The School of Social Work has posted a list of approved statistics courses on the School website at the following link: [http://www.csulb.edu/colleges/chhs/departments/social-work/documents/StatsList.pdf](http://www.csulb.edu/colleges/chhs/departments/social-work/documents/StatsList.pdf). The applicant must verify that the prerequisite course in elementary statistics s/he completed is included on the list of approved courses. If the course is not included on the approved list, the applicant must submit a copy of the course syllabus in the supplemental application packet. The syllabus will be reviewed, and the applicant will be informed via email as to whether or not the course is approved.

(E) **Three (3) Reference Forms** submitted in sealed and signed envelopes

- Applicants must include the following references:
  - one reference must be from an academic source (e.g., professor, instructor)
  - one reference must be from a professional source (e.g., supervisor, program or agency director)
  - the third reference can be from either an academic or professional source
  - **NOTE for Advanced Standing applicants only**: Applicants who wish to be considered for admission to the Advanced Standing program must submit Reference Forms from the following individuals:
    1. The applicant’s field instructor/field supervisor or field liaison or the Director/Coordinator of field education for the applicant’s BASW/BSW program
    2. The applicant’s Social Work Academic Advisor or a Social Work (BASW/BSW) professor whose course the applicant completed or is currently taking
    3. The third reference must be from a professional source

- Applicants should provide references from professors or professionals who are able to comment on the applicant’s qualifications for graduate study in social work.

- A blank Reference Form is included on pages 7-8 of the application. This form is required for each reference; a recommendation letter is optional but may be included with the completed Reference Form.

- For each of the three references, the applicant must:
  - Complete Part I of the first page of the Reference Form
  - Sign (original signature required) and date the waiver box on the first page of the Reference Form
  - Provide the Reference Form to the individual completing the reference with an envelope. The individual completing the reference must complete both pages of the Reference Form, seal the two-page form in the envelope, sign the envelope across the back flap, and return the sealed, signed envelope to the applicant.

- The applicant should include all three sealed and signed envelopes in the application packet.

**Submission of School of Social Work Application Packet**

Applicants must submit all supplemental packet materials in a large envelope and indicate their first choice of program plan (i.e. 2-Year, 3-Year, or Advanced Standing) on the outside of the envelope. Applicants must mail or hand-deliver their completed MSW application packets to the School of Social Work Admissions Office at the following address:

School of Social Work - Admissions Office  
California State University, Long Beach  
SS/PA-246  
1250 Bellflower Blvd.  
Long Beach, CA 90840-4602
**GRE / Admission Tests**
We do not require the GRE (Graduate Record Examination) or any other admission tests for our MSW programs.

**Interviews**
Interviews may be required if further clarification is needed in order for the evaluators to make an informed decision on the application.

**Transcripts**
Applicants must have original transcripts from all postsecondary schools sent directly to “CSULB Enrollment Services/Admissions, CSU Long Beach, 1250 Bellflower Blvd., Long Beach, CA 90840” by February 15, 2015. Please note the following guidelines regarding transcript submission:

- **CSULB Graduates:** Applicants who completed (or are completing) their undergraduate degree at CSULB do not need to request transcripts unless they completed coursework outside of CSULB and have never submitted transcripts for that external coursework to CSULB.
- **Degree or Statistics Course in Progress:** Applicants who have a degree in progress or a statistics course in progress at the time of application must send another updated transcript that reflects the degree conferral and/or statistics course grade to University Enrollment Services no later than July 1, 2015.
- **Reapplying Applicants:** If an applicant submitted all transcripts (including transcripts that show degree conferral) to University Enrollment Services at the time of his/her initial application and has not completed any additional coursework, s/he does not need to submit new transcripts.

**Incomplete Application Packets**
Application packets submitted to the School of Social Work should be fully assembled prior to submission. Incomplete applications will not be processed. An applicant will be notified via email if the packet is incomplete and will have until the deadline to complete the packet. Late applications will not be considered.

**Reapplying Applicants**
Applicants who applied to the CSULB MSW program in a previous year are welcome to reapply in a future term. Applicants who choose to reapply must meet the eligibility criteria of the term for which they are reapplying and follow the complete application process. Applicants who are reapplying should also refer to the “Transcripts” section for more information.

**International Applicants**
International applicants who hold a non-immigrant (student or exchange) visa must review the information posted on the [Center for International Education (CIE) website](http://www.csulb.edu) for University admission requirements. In addition to University admission requirements, international applicants must submit a completed MSW application packet directly to the School of Social Work. Please confer with the CIE website for all updated deadlines and policies regarding international application requirements.
Application Deadlines
The MSW application deadline for University Enrollment Services (U.E.S.) and the School of Social Work is February 15, 2015.

University Application Deadline
The University online application system (CSU Mentor) closes at midnight on February 15, 2015; however, applicants should apply online to the University at least two weeks prior to this deadline to allow time for University Enrollment Services to issue a 9-digit CSULB identification number to the applicant. Applicants must include this identification number on their School of Social Work MSW Admission Application form. Applicants must also have original transcripts from all postsecondary schools sent directly to “CSULB Enrollment Services/Admissions, CSU Long Beach, 1250 Bellflower Blvd., Long Beach, CA 90840” by the February 15th deadline.

School of Social Work Application Packet Deadline
- BY MAIL: Application packets submitted by mail to the School of Social Work Admissions Office must be postmarked no later than the deadline (February 15, 2015). Please note that Feb. 15 falls on a Sunday, so applicants who are planning to mail out their applications must do so before the deadline date as post offices will be closed on Feb. 15. Application packets that are postmarked after Feb. 15 will not be evaluated.
- DROP OFF (hand-delivery): The School of Social Work Admissions Office is open Monday through Friday. Since the application deadline falls on a weekend this year, applicants who plan to drop off their application packets to the School of Social Work Admissions Office must do so by 5:00 p.m. (PST) on the following Monday (February 16, 2015). Application packets that are dropped off after 5:00 p.m. on Feb. 16 will not be evaluated.

Transfer Credit
Applicants cannot “transfer” from one MSW program into the MSW program at CSULB. Applicants who have completed approved graduate education related to social work in another institution with a grade of B or better may be allowed to transfer up to 6 semester credit hours providing:
- The maximum amount of transfer credit is no more than 6 semester credit hours
- All requirements for the degree are satisfied, including completion of all transfer and School of Social Work courses, within the required time limit (7 years)
- The student is in good standing with the previous social work program
- The student has a G.P.A. of 3.0 or better
- The Field Director reports the student was in good standing in field placements

Units accepted must be for CSWE-accredited courses only. No continuing education courses or non-accredited training courses qualify for transfer into the MSW program. The Graduate Program Coordinator will make the final decision regarding acceptance of units.

Questions?
Please attend one of the information meetings listed on page 1 of these guidelines. Any questions regarding the MSW program application process can be addressed at the CSULB School of Social Work Admissions Office:
Location: SS/PA building, room 246; Telephone number: 562-985-5654; Email address: CHHS-SW@csulb.edu.