

**APPLICATION MUST BE TYPED**

- All information is *CONFIDENTIAL*
- Access restricted to faculty and staff in the Department of Social Work Education at Fresno State

**Fall 2017 MSW ADMISSIONS APPLICATION**

**IDENTIFYING AND PERSONAL INFORMATION | REQUIRED**

Fresno State Student ID # (If Applicable)  
 \_\_\_\_\_

Please check the Program status for which you are applying:  
**FULL TIME** (primarily taking daytime classes)  
**PART TIME OPTION** (primarily taking evening classes)  
 Choose One                      3 Year                      4 Year

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>		<b>Maiden Name (if applicable)</b>	
<b>Mailing Address (it should match your CSU Mentor University Application)</b>				<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Cell Phone</b>		<b>Work Phone</b>			<b>Home Phone</b>		
<b>Email - REQUIRED</b>				<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Emergency Contact(s)</b>		<b>Relationship To You</b>		<b>Email</b>			
<b>Cell Phone</b>		<b>Home Phone</b>			<b>Work Phone</b>		

**PERSONAL DEMOGRAPHIC INFORMATION | VOLUNTARY INFORMATION | NOT REQUIRED**

The Department of Social Work Education encourages persons with disabilities to enroll, and encourages the enrollment of ethnic minority students. **PLEASE FILL IN THE SECTIONS BELOW:**

**GENDER:** \_\_\_\_\_ **DISABILITY STATUS:** \_\_\_\_\_

**ETHNICITY:** \_\_\_\_\_ **PLEASE SPECIFY :** \_\_\_\_\_

If you wish to further specify the ethnic background you primarily identify with, please do so in the space provided.

**PERSONAL DEMOGRAPHIC INFORMATION | REQUIRED**

ARE YOU A RESIDENT OF CALIFORNIA?                      YES                      NO

<b>If YES, please specify for how long:</b>	<b>If NO, please specify State and Nation:</b>
<b>If you are a <u>citizen</u> of a country other than the USA, please indicate the country:</b>	

All citizens of foreign countries whose native language is not English should be aware that proficiency in English is required for admission to graduate standing. All foreign applicants must take the TOEFL examination prior to admission. This requirement does not apply to bilingual residents of the United States.

**IF YOUR NATIVE LANGUAGE IS OTHER THAN ENGLISH, PLEASE ANSWER THE QUESTIONS BELOW:**

Have you taken the (TOEFL) Exam?		Date Taken	Scores
YES	NO		

**ACADEMIC AND PROFESSIONAL REFERENCES | REQUIRED**

**YOU MUST SUBMIT THREE (ONLY 3) LETTERS OF REFERENCE WITH YOUR APPLICATION:**

Letters of reference can provide useful perspectives on an applicant’s character, academic and/or professional abilities, background, and potential for success in the graduate social work education and social work profession.

**A VARIETY OF REFERENCES IS ENCOURAGED.**

- A current or recent supervisor or employer in either paid or volunteer agency/organization.
- Classroom instructor, if currently in school or are a recent graduate (within the last 6 years).
- A supervisor of a field based experience: internship supervisor, field coordinator/field liaison.
- Family, friends, and social acquaintances are **NOT** suitable reference sources.

NAME & TITLE	ADDRESS	RELATIONSHIP

**DIRECTIONS:**

**Please make sure you send the department’s Reference Form (The form is available under Graduate Materials on our website) to the above named individual and that they sign the sealed envelope flap before they return it to you.**

- **PLEASE DO NOT HAVE YOUR REFERENCES SEND THE REFERENCE FORM DIRECTLY TO OUR OFFICE. WE WILL NOT ACCEPT THEM.** It is your responsibility to send and collect your reference letters sealed and signed in order to include them in your application packet.
- The Department may, in some instances, seek additional information from employers, references, and other sources pertaining to this application.

## EDUCATIONAL INFORMATION | REQUIRED

**PLEASE LIST ALL SCHOOLS YOU HAVE ATTENDED SINCE HIGH SCHOOL.** List in chronological order (**begin with the most recent**), including all community/junior college, university, vocational, or professional schools attended. **List your major/area of study** (if applicable).

**THE DEPARTMENT OF SOCIAL WORK EDUCATION MUST RECEIVE A COPY OF YOUR TRANSCRIPT(S) FROM EACH SCHOOL LISTED BELOW OR YOUR APPLICATION WILL NOT BE REVIEWED!**

*(Unofficial transcripts are acceptable with this application. Please note that official transcripts will be required by the University, as stated in the CSU Mentor Application).*

SCHOOL ATTENDED, LOCATION ( <i>City &amp; State</i> )	SPECIFY MAJOR / DEGREE PROGRAM	FROM MO/YR	TO MO/YR	GPA	DEGREE RECEIVED OR EXPECTED & DATE

*If you have more schools to list please use our “**Educational Supplemental Form**” and attach it directly behind this form. (Find it under Graduate Materials on our website. Scroll to the bottom.)*

**ALL APPLICANTS ARE REQUIRED TO TAKE THE GRE (GENERAL TEST) FOR ADMISSION TO GRADUATE STUDIES.**

Where did you take the GRE Test?	Date Taken	Verbal Score	Quantitative Score	Writing Score

**PREREQUISITES ARE REQUIRED FOR NON-SOCIAL WORK GRADUATES.** *(Social Work Students/Graduates can skip this)*

- CAREFULLY READ & REVIEW our Prerequisite Website Page: <http://bit.ly/2bhdXn5>

**I HAVE COMPLETED/AM CURRENTLY ENROLLED/WILL ENROLL IN THE FOLLOWING PREREQUISITE COURSES:**

PREREQUISITES COURSE	COLLEGE/UNIVERSITY	COURSE NUMBER & TITLE (HIGHLIGHT ON YOUR TRANSCRIPTS)	SEMESTER/QUARTER & YEAR COMPLETED (OR TO BE COMPLETED)	GRADE (If Applicable)
Data Analysis				
Human Development				
Cultural Diversity				

## EMPLOYMENT EXPERIENCE | REQUIRED (If Applicable)

Document your time in paid employment for the last 10 years. **DO NOT include any supervised field internship, practicum, student teaching experience, or service learning course activities for which you received academic credit.** If you have had meaningful experience from service learning course or internship you may cite them in your personal statement. **Important: Provide specific details of your involvement in each activity giving weekly hours and month duration.**

<b>AGENCY OR FIRM NAME &amp; ADDRESS</b>		<b>PAID HRS PER WK</b>	<b>TOTAL MONTHS</b>
<b>FROM-TO (MO/DAY/YR)</b>			
<b>POSITION HELD</b> <small>(Describe Duties Below)</small>			
<b>AGENCY OR FIRM NAME &amp; ADDRESS</b>		<b>PAID HRS PER WK</b>	<b>TOTAL MONTHS</b>
<b>FROM-TO (MO/DAY/YR)</b>			
<b>POSITION HELD</b> <small>(Describe Key Duties Below)</small>			
<b>AGENCY OR FIRM NAME &amp; ADDRESS</b>		<b>PAID HRS PER WK</b>	<b>TOTAL MONTHS</b>
<b>FROM-TO (MO/DAY/YR)</b>			
<b>POSITION HELD</b> <small>(Describe Key Duties Below)</small>			
<b>AGENCY OR FIRM NAME &amp; ADDRESS</b>		<b>PAID HRS PER WK</b>	<b>TOTAL MONTHS</b>
<b>FROM-TO (MO/DAY/YR)</b>			
<b>POSITION HELD</b> <small>(Describe Key Duties Below)</small>			

*If you need to add more to this section please use our "Employment Supplemental Form" and attach it directly behind this form. (Find it under MSW materials on our website)*

**EMPLOYMENT EXPERIENCE**

**TOTALS**

<b>TOTAL MONTHS</b>

## INSTRUCTIONS FOR STATEMENT OF PURPOSE

The statement must be typed, double-spaced, Times New Roman, 12 point font, with 1-inch margins and must not exceed 5 pages in length (anything past the 5<sup>th</sup> page will not be considered). It should enable the MSW Admissions Committee to make an informed decision about your potential for success in the Master of Social Work Program and the Social Work Profession.

In preparation for your **application and Statement of Purpose**, we strongly recommend that you review the following websites and use them as resources:

- **National Association of Social Workers:** [www.naswdc.org](http://www.naswdc.org)
- **NASW Code of Ethics:** <http://www.socialworkers.org/pubs/code/default.asp>
- **Department of Social Work Education Webpage:** <http://www.fresnostate.edu/chhs/social-work/>
- **Council on Social Work Education:** <http://www.cswe.org/>

### **YOUR “STATEMENT OF PURPOSE” MUST ADDRESS EACH OF THE AREAS LISTED BELOW IN ORDER:**

1. Discuss your goals for wanting to become a professional social worker.
2. Discuss your understanding of the social work profession.
3. Discuss the current challenges in society that social work can address. How do you participate in addressing those challenges?
4. Describe your understanding of the values of social work profession as applied to professional practice.
5. Discuss what life and work adjustments you will have to make in order to manage your graduate educational experience (2-3 days of internship and classes)?

## APPLICATION CHECKLIST | PLEASE SIGN | REQUIRED

I HAVE ENCLOSED THE FOLLOWING ITEMS IN MY DEPARTMENT APPLICATION PACKET:

*(Please put all paperwork in the order as shown below)*

### APPLICATION TO THE MSW PROGRAM IN THE DEPARTMENT OF SOCIAL WORK

#### STATEMENT OF PURPOSE

#### 3 COMPLETED REFERENCE FORMS

- Reference forms are in sealed envelopes. The reference has signed his/her name across the sealed flap.

#### I HAVE COMPLETED THE UNIVERSITY APPLICATION FOR ADMISSION (AT [WWW.CSUMENTOR.EDU](http://WWW.CSUMENTOR.EDU))

- I have paid the required fee.
- A copy of my confirmation/receipt is included

**OR**

**I AM ALREADY ENROLLED IN ANOTHER POST BAC/GRADUATE PROGRAM** (which means upon acceptance I will file a change of degree objective)

**GRE SCORES** (*A copy of my official scores is included*).

**TRANSCRIPTS FROM EACH COLLEGE ATTENDED ARE INCLUDED** (*Unofficial transcripts are acceptable*).

#### I UNDERSTAND THE FOLLOWING: INITIAL BOXES

- Once I have declared my status, I will not be permitted to change my status (full-time/part-time) without permission of the Graduate Program Coordinator and then only for serious and compelling reasons.
- I understand that if accepted into the MSW Program, two years (1000 hours) of internship are required.
- I understand that if accepted into the MSW Program, I will be required to enroll in courses that are available either in the morning, afternoon, or evening.
- I understand that if accepted into the MSW Program, I will be required to spend 16-21 hours a week at my internship during regular work hours 8:00am-5:00pm, Monday through Friday. I may also be required to commute within the Central San Joaquin Valley.
- I understand that I will be notified by mail of the Admission Committee's decision by the middle of May. The letter will be sent to the address listed on my university application unless I have notified the MSW Program, in writing, of a change in my address.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(DSWE) MSW ADMISSIONS APPLICATION CHECKLIST | REQUIRED**

Please fill in your **NAME, REFERENCES, and SCHOOLS**. Staff will use this form to check off all required items.

Name: \_\_\_\_\_

<input type="checkbox"/>	<b>MSW APPLICATION</b>
<input type="checkbox"/>	<b>STATEMENT OF PURPOSE</b> - This statement should be 1000 words (5 pages, Times New Roman, 12-font) in length and attached to the admissions application.
	<b>LIST NAMES OF YOUR THREE REFERENCES BELOW</b> - Reference forms <b>MUST</b> be included in the application packet and each reference must be in a sealed envelope with signature across the sealed flap.
<input type="checkbox"/>	1.
<input type="checkbox"/>	2.
<input type="checkbox"/>	3.
<input type="checkbox"/>	<b>CSU MENTOR APPLICATION PROOF/RECIEPT</b>
<input type="checkbox"/>	<b>GRE SCORES PROOF PRINT OUT</b>
	<b>LIST ALL SCHOOLS ATTENDED (AFTER GRADUATING HIGH SCHOOL)</b> Check off if transcript is enclosed.
<input type="checkbox"/>	1.
<input type="checkbox"/>	2.
<input type="checkbox"/>	3.
<input type="checkbox"/>	4.
<input type="checkbox"/>	5.
<input type="checkbox"/>	6.

**DATE RECEIVED:** \_\_\_\_\_ **REVIEWED BY:** \_\_\_\_\_

**INTAKE RECEIPT | FOR OFFICE USE ONLY**

Please fill in your name and student ID# only.

NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

(OFFICE USE ONLY) APPLICATION FOR ADMISSION TO THE MSW PROGRAM AT FRESNO STATE IS:

COMPLETE

INCOMPLETE AND MISSING THE FOLLOWING:

- MSW APPLICATION
- STATEMENT OF PURPOSE
- REFERENCES – MISSING (#) \_\_\_\_\_
- CSU MENTOR APPLICATION PROOF/RECIEPT
- GRE SCORES (PROOF PRINT OUT)
- TRANSCRIPTS – MISSING (#) \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must resubmit your application packet with the missing documents noted in the above checklist by **January 31, 2017**. **Application to the University must also be completed by this date.**

Please address questions to the Graduate Admissions Secretary Azucena Rodriguez at **559.278.7076**

**NOTIFICATION LETTERS WILL BE MAILED OUT IN EARLY MAY.** Please do not call the office until after May 26, 2017 to inquire about your status.

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

(Please keep for your records)