FALL 2015 APPLICATION INSTRUCTIONS

A. Application

Applicants are encouraged to submit their application materials as soon as possible and to keep a record of all forms and documents as they are submitted. **Priority review will be given to applicants that complete the CSUN Graduate Application (including submission of official transcripts) and CSUN MSW Program Application by December 1, 2014.** Upon submission, all application materials become the property of CSUN and will not be returned or forwarded.

**Incomplete applications will not be reviewed.**

B. Official Transcripts

The University application requires official transcripts from all colleges and/or universities attended. The MSW Department application **ONLY** requires official transcripts for the last 60 semester or 90 quarter units of your undergraduate degree and any post-graduate or graduate transcripts. Transcripts must be received in official sealed envelopes from the college/university.

For current and past CSUN students only: Unofficial CSUN transcripts may be substituted for official CSUN transcripts. However, if your CSUN transcript does not cover 60 graded semester units or you took any classes from another college or university during this time, you will need to submit official transcripts covering your transfer credits.

C. Deadline for Submission and Priority Review

To be considered for Fall 2015 admission, the graduate application, along with all other required documents, must be submitted no later than **January 14, 2015.**

Priority review will be given to applicants that complete the CSUN Graduate Application (including submission of official transcripts) and CSUN MSW Program Application by December 1, 2014. This is a courtesy review and applicants will be notified, via their CSUN email address, of anything that needs to be corrected and/or resubmitted. At this stage, we will not review the content of your materials as we are only checking to ensure that the application meets our standards for formatting and completion.

Please note: Transcripts can take six weeks or more to be evaluated.

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<thead>
<tr>
<th>CSUN Admission Timeline</th>
<th>Priority Review</th>
<th>Regular Review</th>
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<tr>
<td>Complete Application Received by</td>
<td>December 1, 2014</td>
<td>January 14, 2015</td>
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<tr>
<td>Department Decision On or Before</td>
<td>May 15, 2015</td>
<td>May 15, 2015</td>
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D. Test of English as a Foreign Language (TOEFL)

All applicants from countries in which the official language is not English are required to take the Test of English as a Foreign Language (TOEFL). Applicants who do not possess a bachelor’s degree from a postsecondary institution where English is the principal language of instruction must obtain a minimum score on the internet (iBT) version of the TOEFL of 88 (to meet the University requirement) and score a minimum of 22 on each of the four individual sections of the TOEFL (to meet the Department requirement). For information and to register for the TOEFL, visit [www.toefl.org](http://www.toefl.org). International applicants can find more detailed information in section D of the Admission Requirements document. All scores should be sent directly to CSUN using code 4707. Additionally, the University now accepts the IELTS and PTE Academic tests. For more information please contact International Admissions & Evaluations at 818-677-3760.
E. **Recommendation Forms, Questionnaires, and Letters of Recommendation**

Applicants will need to submit three recommendation packets (each packet consists of a letter, a form, and a questionnaire). Optimally, two recommendation packets should be obtained from individuals who can speak to your academic qualifications (e.g. professors or academic advisors). Applicants who have been out of school for more than five years (graduated in Fall 2010 or before) may submit three letters from professional references. Once the applicant has a completed packet ready for submission, it can be mailed directly to the department or applicants can turn it in with the other application materials. For submission, each packet should be in a sealed envelope with the reference’s signature across the seal of the envelope.

F. **Personal Statement**

Please see the Personal Statement Instructions for guidelines for writing the personal statement.

G. **Resume**

Please see the Resume Instructions for directions for creating the resume.

H. **Communication**

Applicants are encouraged to check their CSUN email daily during the application process. Official communication from the Department of Social Work regarding application status and interview scheduling will only be sent to CSUN email addresses. No official communication will be sent to personal email addresses.

Important Note: After the CSUN Graduate Application has been submitted and processed, the University will send notification to the applicant to activate his/her CSUN email address. If you do not receive notification, please contact the CSUN IT Support Helpdesk at (818) 677-1400. Applicants are responsible to ensure their CSUN email address is setup and activated.

I. **Interviews**

Applicants who are chosen to advance to the second phase of the admission process may be scheduled to participate in a group interview. Applicants will be notified by email indicating the date, time, and location of the interview.

J. **Field Education Requirement**

Upon acceptance to the CSUN MSW program, applicants will be required to complete a Field Placement Application. As part of the required internship placement process, students will be required to complete all prerequisite requirements of the placement agency (such as security clearances, drug screens, etc). Student must cover any prerequisite requirement costs. The MSW program requires that all students complete two field internship placements approved by the CSUN MSW Department. For students in the two-year program, there is a field requirement of two or three days per week for a total of sixteen hours per week during the first academic year and three days per week for a total of twenty-four hours per week during the second academic year. For three-year program students, the field requirement involves sixteen hours per week for the first two calendar years, including one-to-two of the field internship days during regular business hours. Some placements require students to work between semesters and during breaks. Internships are generally unpaid. Once a student is confirmed and enrolled in the MSW program, stipend placement opportunities will be distributed. (NOTE: An alternate field schedule may be offered to those being accepted into specific stipend programs).