As an applicant to the CSUN MSW program, you will be required to apply to both the University (Part One) as a graduate student and to the Department of Social Work (Part Two) as an MSW candidate.

**PART ONE: CSUN Graduate Application Checklist**

- **CSUN Graduate Application**
  - This must be done **BEFORE** all other steps. Otherwise, the MSW Department and the Admissions & Records Office will have no record of you as an applicant.
  - **IMPORTANT!** DO NOT submit a CSUMentor online application if your intention is to apply **ONLY** to the off-campus program. The CSUMentor online application is used primarily for the on-campus program. If your **TOP CHOICE** cohort is either an online or off-site program, instead follow the specific application instructions found on [http://tsengcollege.csun.edu/programs/MSW/apply](http://tsengcollege.csun.edu/programs/MSW/apply).

- Graduate application fee ($55)
- Official transcript in a sealed envelope for every college and/or university attended
- Official TOEFL score (if applicable)
- Activate CSUN email address – **official communication will only be sent to your CSUN email address**
- Additional test scores may be required and are due by **October 1, 2015**, if admitted:
  - Official Graduate Record Examination (GRE) scores (**Required if cumulative GPA is below a 3.0**)  
  - Official Upper Division Writing Proficiency Exam (UDWPE) score (**Required for non-CSU graduates**)

For part one, submit all required documentation via online, mail, or by hand **either by priority review or final deadline**.

Admissions and Records  
California State University, Northridge  
18111 Nordhoff Street  
Northridge, CA 91330-8207

**PART TWO: MSW Program Application Checklist**

- Review [Admissions Requirements](http://tsengcollege.csun.edu/programs/MSW/apply) and [Admissions Instructions](http://tsengcollege.csun.edu/programs/MSW/apply)
- Application for the MSW Program
- Applicant Contract (signed)
- Official transcript in a sealed envelope for the last 60 semester/90 quarter units of your undergraduate degree and any post-graduate or graduate transcripts.
  - **For current and past CSUN students only:** Unofficial CSUN transcripts may be substituted for official transcripts. The transcripts must include 60 graded units. Otherwise you will need to submit official transcripts from your previous college/university.
- Personal Statement
- Resume
- Three Recommendation Packets (signed and sealed containing form, questionnaire and recommendation letter)
  - **Recommendation Packet Instructions**

For part two, submit all required documentation **together in one package** by hand or mail to the Department of Social Work, see address below. **Must be submitted by either priority review deadline or final deadline in order to be reviewed.**

Department of Social Work  
California State University, Northridge  
Sierra Hall, Room 208  
18111 Nordhoff Street  
Northridge, CA 91330-8226

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Priority Review Deadline: Monday, December 1st, 2014  
Final Deadline: Wednesday, January 14th, 2015

All application materials (including submission of all required documentation) must be submitted by deadline in order to be reviewed.

**IT IS THE APPLICANT’S RESPONSIBILITY TO MAKE SURE THAT ALL ITEMS ARE SUBMITTED CORRECTLY AND ON TIME.**  
**ONLY COMPLETE APPLICATIONS WILL BE REVIEWED.**

The Department will only contact applicants using their CSUN email address—check it daily. Please contact the IT Help Center at 818-677-1400, if you are unable to access your CSUN email (e.g., john.smith.000@my.csun.edu).