MASTER OF SOCIAL WORK (MSW)

Step-by-Step Application Guide

Complete the following steps in the order listed to ensure proper submission of your online application and application materials. Adobe Acrobat Reader is required to open and read the linked documents on this page.

1) DOWNLOAD, REVIEW, AND COMPLETE APPLICATION DOCUMENTS

1. Personal Statement Instructions
2. Resume Instructions
3. Recommendation Instructions for Applicants
4. Recommendation Packet for References
5. MSW Applicant Contract

2) SUBMIT ONLINE APPLICATION WITH REQUIRED DOCUMENTS

1. Review the list of compatible browsers for completing the online application.
2. Click on the Apply link for the cohort you are interested in applying to.
3. Upload the following required documents to your online application:
   1. 5-7 page Personal Statement
   2. 1-2 page Resume
   3. Completed MSW Applicant Contract
4. Pay the $55.00 non-refundable application fee using a debit or credit card in order to submit your online application. You are not an applicant until you pay this fee and submit the online application.

Email collexl@csun.edu if you experience any technical issues with your online application. A staff member will contact you to assist you (Monday – Friday, 8am – 5pm).

3) MAIL OFFICIAL TRANSCRIPTS ALONG WITH THREE RECOMMENDATION PACKETS

IMPORTANT!

DO NOT mail items until AFTER you submit your online application. Otherwise, we will not have a record of you as an applicant and your transcripts and recommendations cannot be processed and evaluated.

DO NOT mail or electronically transmit official transcripts to CSUN’s Office of Admissions & Records. We cannot access transcripts sent to that office for up to three months. This will prevent us from being able to review your application in a timely manner and consider you for admission.
Mail all official transcripts and your three recommendation packets **together in one package** to the exact address below. Do not send packages as “restricted delivery.” Packages must be postmarked by the application close date: January 14, 2015.

**Master of Social Work**
Joe Rodriguez, Recruitment Manager
The Tseng College of Extended Learning
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8352

**Official Transcripts**

Official (or certified) copies of ALL transcripts from ALL post-secondary institutions you have previously attended, regardless of whether or not a degree was earned at that institution or the credits earned transferred to another institution.

Transcripts must be in the original sealed envelope from the institution. Opened or unofficial transcripts are not accepted. If you have attended CSUN previously, you do not need to request your CSUN transcripts, or transcripts received by CSUN when you initially attended. We may access your records.

If you earned your degree from an institution outside of the United States where English was not the principal language of instruction, you must submit original or certified copies of all official academic records in the original language of issue, official English translations of all academic records, and your English Proficiency score. *F-1 Visa applicants must also submit an Affidavit of Financial Support, current bank statement, and a copy of your passport information page. *Applicants to cohorts that meet in-person ONLY. Applicants to fully-online programs are not eligible for an F-1 Visa.

**Three MSW Recommendation Packets**

Review [Recommendation Instructions for Applicants](#) and [Recommendation Packet for References](#)

### 4) ACTIVATE CSUN ACCOUNT AND CHECK CSUN EMAIL ACCOUNT REGULARLY

You are issued a CSUN email account when you apply to the University. Your CSUN email account serves as your official email account with the University. This means that the University will use it for official communications and you are responsible for monitoring this account. All updates on your application status will be sent to your CSUN email account only.

You should receive a letter from Admissions and Records with your CSUN User ID/Username, initial password, and CSUN email address. Use this information to access your CSUN account for the first time and to log into your CSUN email.

- [Activate CSUN User ID and Password](#)
- [Access/Forward CSUN email](#)
- [Access the SOLAR Student Center](#)
- [Forgot CSUN User ID](#) and [Reset CSUN Password](#)

### 5) IF APPLICABLE, SUBMIT EXAM SCORES ELECTRONICALLY (INSTITUTION CODE 4707)

**English Proficiency**

Applicants who earned a degree from an institution outside of the United States where English was not the principal language of instruction must submit a minimum score for one of the exams below.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Minimum Score</th>
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<tbody>
<tr>
<td>TOEFL Internet-based test</td>
<td>*22 on each of the 4 sections</td>
</tr>
<tr>
<td>TOEFL Computer-based test</td>
<td>213</td>
</tr>
<tr>
<td>TOEFL Paper-based test</td>
<td>550</td>
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<td>IELTS</td>
<td>6.0</td>
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<tr>
<td>PTE Academic</td>
<td>58</td>
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*Department of Social Work requirement