**University Requirements**

- Have a baccalaureate degree from an accredited university or college prior to Fall 2016.
  - While a major in Social Work, Sociology, Psychology, Liberal Arts, or a related field is preferred, other majors will be considered for admission.
- Have at least a 2.5 cumulative GPA or a 2.5 GPA in the last 60 semester/90 quarter units of their undergraduate degree.
  - Ideally, applicants should have a GPA of 3.0 or above for the last 60 semester/90 quarter units of undergraduate or graduate course work.
  - Lower-division courses or courses taken in extension, after obtaining the undergraduate degree, will be included in the GPA calculation given that they are in the areas of social or behavioral sciences.
- Be in good standing at the last institution attended.

**The Tseng College Online Application ($55 Fee)**

- **IMPORTANT!** DO NOT submit a CSUMentor online application if your intention is to apply ONLY to the online or 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, including the MSW Step-by-Step Application Guide (off-campus version).

**Official Transcript**

- Submit official transcripts in a sealed envelope for every college and/or university attended
  - For current and past CSUN students only: You do not have to resubmit any transcripts that were previously submitted to Admissions and Records.
- Must be submitted to the Office of Admissions, Registration, and Client Services in person or via mail:

  Joe Rodriguez, MBA, MHRM, MPA  
The Tseng College at California State University Northridge  
Graduate and Professional Education  
18111 Nordhoff Street, Maildrop 8352  
Northridge, CA 91330-8352

**Activate CSUN email address**

- Your CSUN email information will be mailed to you approximately two weeks after completing the CSU Mentor application. Please contact the IT Help Center for assistance, if necessary.
- The Department will only contact applicants using their CSUN email address—check it daily.
Testing Requirements (If admitted, required by October 1, 2016)
- Official Graduate Record Examination (GRE) scores, www.gre.org. (Required if cumulative GPA is below a 3.0)
  - Applicants must pass one of the three sections on the GRE by receiving a score in the fiftieth percentile on any one of the three subject areas.

- Official Upper Division Writing Proficiency Exam (UDWPE) score, www.csun.edu/udwpe/, score of an 8 or higher. (Required for non-CSU graduates)
  - This requirement can be waived if the applicant or student receives a score of 3 or higher on the analytical writing portion of the GRE.

The following items must be delivered in one packet by hand or mail to:

Joe Rodriguez, MBA, MHRM, MPA
The Tseng College at California State University Northridge
Graduate and Professional Education
18111 Nordhoff Street, Maildrop 8352
Northridge, CA 91330-8352

Application for the MSW Program

Applicant Contract
- Print and sign form, must be a live signature.

GPA Worksheet
- Complete the last 60 semester or 90 quarter units GPA Worksheet.
- See example here: GPA Worksheet Example.

Unofficial Transcripts
- Submit unofficial transcripts for the last 60 semester or 90 quarter units.

Personal Statement
- Guidelines and prompts are specifically stated.
- Please upload and attach to the online application.

Resume
- Guidelines and prompts are specifically stated.
- Please upload and attach to the online application.

Three Recommendation Packets
- Recommendation instructions for applicants.
- Recommendation packet instructions and materials for references.
  - Recommender 1:
  
  - Recommender 2:
  
  - Recommender 3:

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International Students (if applicable)

- Official TOEFL score (www.toefl.org)
  - 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 and score a minimum of 22 on each of the four individual. All scores should be sent directly to CSUN using code 4707. Additionally, the University now accepts the IELTS and PTE Academic tests.

- Affidavit of Financial Support
- Official transcripts from all universities/colleges attended, and all official English translations
- International applicants are strongly encouraged to contact the International Admissions Office at 818-677-3760 and Joe Rodriguez at 818-677-3909. Application materials and documents should be mailed to:

  Joe Rodriguez, MBA, MHRM, MPA
  The Tseng College at California State University Northridge
  Graduate and Professional Education
  18111 Nordhoff Street, Maildrop 8352
  Northridge, CA 91330-8352

I acknowledge that all materials submitted as part of my application are complete and accurate. These materials cannot be returned under any circumstances. My signature below certifies that I have carefully read and agree that my application will only be reviewed if all required materials are submitted.

____________________________  ____________________________  ____________________________
Signature                           Name                           Date