



Application Checklist for the CSUB MSW Program Fall 2025 Cohort

Thank you for your interest in the CSUB MSW Program! Our program is fully accredited by the Council on Social Work Education (CSWE). The CSUB MSW Program offers enrollment to qualified applicants during the fall term. The Department of Social Work promotes diversity among its students, faculty, and staff consistent with the values and ethics of the social work profession, the needs of the community, and the nondiscrimination policy of the University. Applicants from underrepresented populations are encouraged to apply.

The Department of Social Work's admissions team provides this checklist as a tool to help navigate the application process for the university, MSW program, and financial stipends offered through the program. We encourage applicants to review this checklist before starting their application. You may contact a member of our admissions team with questions at mswadmissions@csub.edu or 661-654-2107.

The application for Fall 2025 is available **between October 1, 2024, and January 31, 2025**. All application materials (including transcripts and letters of recommendation) are due by 11:59 p.m. Pacific on January 31, 2025. Please do not submit this checklist with your application. At its discretion, the Department of Social Work may consider late and/or incomplete applications.

Checklist Summary

1. Review program and admissions information including funding opportunities
2. Gather information and documents needed to apply
3. Apply to CSUB and the MSW Program using Cal State Apply
 - a. Apply to the CalSWEC Title IV-E Stipend Program (optional) using Cal State Apply
4. Check your inbox and myCSUB for updates
5. Submit official transcripts
6. Complete the MSW Writing Exam
7. Apply to the Public Behavioral Health Training Program (optional)



Checklist

1) Review [admissions information](#) including funding opportunities

Program prerequisites:

- A bachelor's degree from an accredited college or university
- A cumulative GPA of at least 3.00 on a 4.00 scale
 - The department may consider applicants with a cumulative GPA of 2.50 to 2.99. Applicants may request that their last 60-semester units or 90-quarter units GPA be used instead of the cumulative GPA if their cumulative is below 3.00. The last 60-semester or 90-quarter units GPA must be higher than the cumulative. Applicants wishing to make such a request should email mswadmissions@csub.edu.
- Proof of writing proficiency as determined by the Department of Social Work
 - The department determines writing proficiency by reviewing the applicant's MSW Writing Exam.

The following prerequisites also apply to advanced-standing applicants:

- A Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE)
- Completion of the BSW within five years prior to admission to the graduate program
- An overall GPA of 3.00 or better in the BSW
- A grade of B or better in all social work courses in the BSW

Funding opportunities:

We encourage applicants to learn more about the different funding opportunities available to help cover the costs of graduate education. Two funding opportunities available through the department require applications: [CalSWEC Title IV-E Stipend Program](#) and [Public Behavioral Health \(PBH\) Training Program](#).



Checklist (continued)

2) Gather information and documents needed to apply

Applicants will apply to CSUB and the MSW Program through Cal State Apply. The Cal State Apply application fee is \$70. The fee is non-refundable and cannot be waived.

Here is some of the information you will need to apply:

- Personal information (name, address, etc.)
- Academic history for all colleges and universities attended (GPA, etc.)
- Employment or volunteer history (for entry into our [resume template](#))
- Verification of employment or volunteer history
- Names and email addresses of three academic or professional recommenders

Applicants to the MSW Program can also apply to the CalSWEC Title IV-E Stipend Program in Cal State Apply. Here are the documents you will need to apply for the stipend program. You will combine each of these documents into one .pdf for uploading into Cal State Apply.

- [CalSWEC Title IV-E Stipend Program Application](#)
- Statement of interest
- Copy of proof of legal residency (any one of the items listed below)
 - birth certificate
 - U.S. Passport
 - U.S. Permanent Resident Card
- Copy of a valid driver's license
- Copy of current vehicle registration
- Copy of current vehicle insurance
- Employer statement of support (part-time cohort applicants only)



Checklist (continued)

3) Apply to CSUB and the MSW Program using Cal State Apply

Access Cal State Apply and follow the prompts to apply to CSUB and the MSW Program. **Make sure you answer all questions. You cannot modify your application once you submit it.**

- Complete Quadrants 1, 2, and 4. You do not need to complete Quadrant 3.
- Quadrant 4 has four tabs:
 - 1) Home Tab – Review the summary of the program
 - 2) Questions Tab – Review and acknowledge each question.
 - Some questions require you to select an option.
 - 3) Documents Tab – Upload documents including:
 - Resume and verification documents (required for all applicants)
 - Certified translator materials (optional)
 - CalSWEC Title IV-E documents (required if applying for stipend)
 - 4) Recommendations Tab – Send requests for recommendations
 - Enter three names and email addresses of individuals (like professors or supervisors) who can speak to your academic or professional experiences and potential as a social worker.
 - Let your recommenders know that they will receive an email from myliaison.com that includes a link to an online recommendation form. Recommenders do not need to submit a separate letter.
 - Recommenders must submit their recommendations before the application deadline.
 - If applying for the advanced-standing cohort, one of your recommendations must come from an individual associated with your practicum placement (like a practicum instructor or practicum supervisor) or your academic advisor for your BSW degree.

Need help with Cal State Apply? Visit the [Cal State Apply Applicant Help Center](#).



Checklist (continued)

_____ 4) Check your inbox and myCSUB for updates

Applicants should check their myCSUB To Do List and complete items promptly.

_____ 5) Submit official transcripts from all colleges and universities attended

Applicants who graduated from CSUB/will graduate from CSUB in Spring 2025 – You do not need to request transcripts from CSUB. You do need to request transcripts from colleges or universities you attended *after* CSUB. Confirm that all transcripts for transfer credits are on file with CSUB. Please check your To Do List for more details.

All other applicants graduating with a degree in Spring 2025 – Please submit a transcript through the most recent semester. If admitted to the MSW Program, you will need to provide an official transcript *after* graduating in the spring. Please check your To Do List for more details.

Send all transcripts to incomingtranscripts@csub.edu. Do not send transcripts to the Department of Social Work.

_____ 6) Complete the MSW Writing Exam at the CSUB Testing Center

Applicants to the program must complete the MSW Writing Exam after applying through Cal State Apply. During the exam, you will respond to the prompts provided by the department. Applicants will have two hours to respond to the prompts. We encourage applicants to schedule their writing exam before January 15, 2025, as there are a limited number of testing dates and times available. Please contact the CSUB Testing Center at 661-654-3373 to schedule your exam. The CSUB Testing Center will send the results of your writing exam directly to the department. The writing exam costs \$45.

Please contact the Department of Social Work at mswadmissions@csub.edu if you live outside a 150-mile radius of CSUB to discuss testing options.

_____ 7) Apply to the Public Behavioral Health (PBH) Training Program (optional)

Applicants to the MSW Program can also apply to the Public Behavioral Health Training Program if not applying to the CalSWEC Title IV-E Stipend Program. The application for this program will be available in late fall. Please visit the [PBH Page](#) on our site to learn more and apply.