



Application Checklist for the CSUB MSW Program – 2027 Cohorts

Thank you for your interest in the Master of Social Work (MSW) Program at California State University, Bakersfield (CSUB). The program is fully accredited by the Council on Social Work Education (CSWE). We welcome applicants who are interested in making a difference through social work.

Please note: This checklist applies to the MSW Program at CSUB's main campus. It does not apply to the MSW Program offered at the Antelope Valley campus through Extended Education.

This checklist is designed to guide you through the steps required to apply to both the University and the MSW Program. We recommend reviewing it before starting your application. If you have questions, please contact our admissions team at mawadmissions@csub.edu.

The CSUB MSW Program admits in the summer (1-year track) and fall (2- and 3-year tracks). Application periods may vary, but most fall between August and February. Please visit the MSW Admissions webpage for the most current information about application dates and deadlines. All required materials must be submitted by 11:59 pm (Pacific Time) on the deadline.

Applying includes several steps and may involve coordinating with others and across systems.

To help you stay on track:

- Begin your application early
- Request recommendations in advance
- Review all entries for accuracy before submitting
- Allow time for document uploads and processing

Important: Submitting a complete application by the deadline does not guarantee admission. Admission is competitive and space is limited. Applicants who were previously admitted and later withdrew are not guaranteed admission in the future. The program does not provide individual feedback on admissions decisions.

Checklist Summary

This summary outlines the key steps in the application process:

- 1) Review program and admissions information

- 2) Gather the information and documents needed to apply
- 3) Apply to CSUB and the MSW Program through Cal State Apply
- 4) Check your email and myCSUB portal for updates
- 5) Submit official transcripts
- 6) Complete the MSW Writing Exam

All steps must be completed by the application deadline.

Step 1 – Review program and admissions information

Program requirements

To be considered for admission, you must:

- Have a bachelor's degree from an accredited college or university
- Have a cumulative GPA of 3.0 or higher (preferred)*
- Demonstrate graduate-level writing on the MSW Writing Exam

You must also submit a complete application in Cal State Apply, including recommendations. Official transcripts are submitted when requested in myCSUB.

*Applicants with a GPA below 3.0 may request to be considered based on their GPA from their last 60 semester units (or 90 quarter units). Applicants should select the appropriate option in Cal State Apply.

Advanced-standing requirements

If you are applying to the advanced-standing (1-year) cohort, you must also meet the following:

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

Cohort schedules

It is important to review cohort schedules carefully before applying. Your cohort determines when you take classes each semester and affects your availability for coursework and practicum.

The CSUB MSW Program follows a structured cohort model. Students do not create their own schedules. If admitted, you are expected to enroll in courses that align with your assigned cohort schedule.

Please review the cohort schedule table and choose the option that best aligns with your availability.

Cohort	Class Schedule	Practicum Schedule	Class Start Times
1 – Year Track	<ul style="list-style-type: none"> • Daytime • Tue. & Thu. 	<ul style="list-style-type: none"> • 2 semesters • 20 hrs./wk. M/W/F • Starts in Fall 	8:30 am, 11:30 am, 2:30 pm, 5:30 pm
2 – Year Track	<ul style="list-style-type: none"> • Daytime • Tue. & Thu. 	<ul style="list-style-type: none"> • 3 semesters • 20 hrs./wk. M/W/F • Starts in Spring (Yr. 1) 	8:30 am, 11:30 am, 2:30 pm, 5:30 pm
3 – Year Track	<ul style="list-style-type: none"> • Evenings • Tue. & Thu. 	<ul style="list-style-type: none"> • 3 semesters • 20 hrs./wk. M-F • Starts in Spring (Yr. 2) 	5:30 pm, 7:00 pm, 8:30 pm

Note: Practicum placements for all cohorts typically take place between 8:00 am and 5:00 pm on weekdays.

Funding options

We encourage applicants to explore funding options to help cover the cost of graduate study. For more information about funding opportunities and graduate student resources, please visit:

- CSUB Office of Financial Aid and Scholarships - <https://www.csub.edu/financial-aid/>
- CSUB Graduate Student Center - <https://www.csub.edu/graduatestudentcenter/>

Step 2 – Gather information and documents needed to apply

You will apply to CSUB and the MSW Program through Cal State Apply.

The Cal State Apply application fee is **\$70**. This fee is non-refundable and cannot be waived.

Before you begin your application, gather the following information:

- Personal information (name, address, etc.)
- Academic history for all colleges and universities attended (GPA, dates of attendance, etc.)
- Employment, volunteering, and other relevant experience (entered into Cal State Apply)
- Verification of employment, volunteer work, etc. (uploaded in Cal State Apply)

- Names and email addresses for two academic or professional recommenders

Make sure that your experience is reported clearly and consistently across all parts of the application.

Step 3 – Apply using Cal State Apply

Access Cal State Apply and follow the prompts to apply to CSUB and the MSW Program. Review all entries carefully before submitting. Changes cannot be made after submission.

Complete all four sections in Cal State Apply:

- **Personal Information**
- **Academic History**
- **Supporting Information**
 - Include your average number of hours per month for each experience
- **Program Materials**
 - Upload verification of experience
 - Provide verification for each experience listed in the Supporting Information Section of Cal State Apply
 - Verification must be provided by your past and current employers and volunteer organizations
 - Contact the HR department or appropriate representative to request verification. Many employers and volunteer organizations are familiar with this process and can complete employment verification upon request.
 - Verification must confirm the experience you reported (for example, your role, dates of involvement, and average hours).
 - Combine all verifications into **one PDF document and upload it in the Program Materials -> Documents section of Cal State Apply**
 - Request recommendations
 - Enter the names and email addresses of **two academic or professional recommenders**.
 - Choose individuals such as professors or supervisors who can speak to your preparation for graduate study. Do not use family or friends.

- Notify your recommenders in advance
- Recommenders will receive an email from **myliaison.com**
- Recommendations must be submitted by the application deadline
- **Advanced-standing applicants:** At least one recommender must be connected to your practicum placement or be your BSW academic advisor.

Need help? Visit the **Cal State Apply Applicant Help Center**.

Step 4 – Check your email and myCSUB for updates

After you apply, check your email and your **myCSUB To Do List** regularly and complete any required items as soon as possible.

Please note:

- The Department of Social Work does not manage the To Do List
 - It may take time for items to be updated or cleared by the Office of Graduate Admissions
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Step 5 – Submit official transcripts

You must submit official transcripts from all colleges and universities you have attended.

If you graduated from CSUB or will graduate from CSUB in Spring 2027:

- You do not need to request transcripts from CSUB
- You must request transcripts from any institutions you attended after CSUB
- Confirm that all transfer transcripts are on file with CSUB
- Check your To Do List for additional details

All other applicants graduating in Spring 2027:

- Submit a transcript showing your most recent completed term
- If admitted, you will be required to submit a final official transcript after your degree is posted.

Most colleges and universities use secure delivery platforms (such as Parchment or Certree). If needed, transcripts can be sent to the CSUB campus at ORG-IncomingTranscripts@csub.edu.

Step 6 – Complete the MSW Writing Exam

All applicants must complete the MSW Writing Exam after submitting their application through Cal State Apply.

MSW Writing Exam preparation: The sample prompts provided on our website are intended to help you prepare for the MSW Writing Exam. While they reflect the general type and format of questions you may encounter, they are not the exact prompts used during the exam.

During the exam, you will respond to prompts provided by the department and will have two hours to complete the exam.

- We recommend scheduling before **January 1, 2027**, as space is limited
- To schedule your exam, contact the CSUB Testing Center at **661-654-3373**
- The exam fee is **\$45**
- The Testing Center will send your results directly to the department

Applicants outside of Kern County: Please contact the Department of Social Work at mswadmissions@csub.edu to discuss testing options.