FALL MSW APPLICATION INSTRUCTIONS

Please review all instructions on this document *BEFORE* starting the application.
You will need unofficial copies of your transcripts to complete your application.

A. Click the following application link: **https://calstate.liaisoncas.com/**
B. Click the "**Create an Account**" link and follow the instructions to create your account. *Be sure to write down your username and password to use at a later time.*
C. Update the "**Complete Your Profile**" page with your specific information and click the "**Save Changes**" button.
D. Using the **search bar** on the Add Programs page, type in "**Social Work**". Scroll down to San Marcos.
E. If you are applying for the 1 or 2-year Hybrid MSW program, under **SAN MARCOS GRADUATE,** select **Social Work**

    If you are applying for the 3-year Regional Online MSW Program, under **SAN MARCOS EXTENDED LEARNING**, select **MSW - Master of Social Work Three-year - Online**
    You select the program option by clicking the "**+**" mark next to the desired program and then click the "**Continue**" button at the bottom of the page.
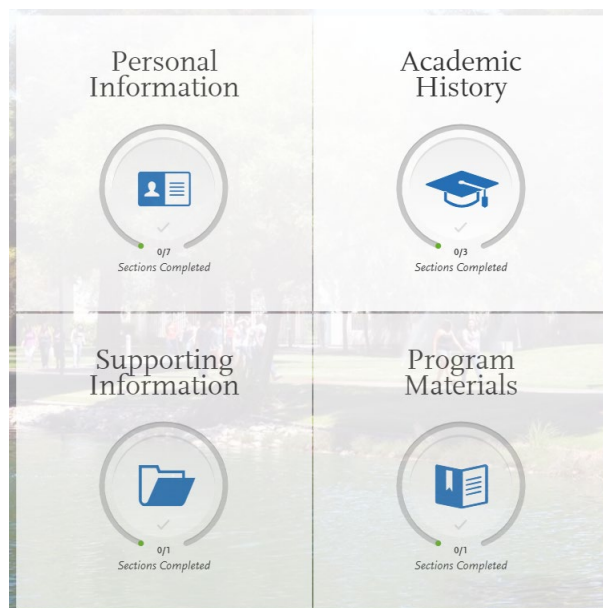
Find Program	**View Selected Programs**	social work		Filters			Enter Invitation Code
Showing results for: ✕ Available Programs							
Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline ⑦
SAN MARCOS EXTENDED LEARNING							
+	MSW - Master of Social Work Th...	Cal State San Ma...	MSW	Fall	2024	Online	01/31/2024
SAN MARCOS GRADUATE							
+	Social Work	Cal State San Ma...	MSW	Fall	2024	San Marcos	01/31/2024

F. Click the "**Continue To My Application**" button.
G. Complete each section of the application as detailed below:

Personal Information — 0/7 Sections Completed

Academic History — 0/3 Sections Completed

Supporting Information — 0/1 Sections Completed

Program Materials — 0/1 Sections Completed

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SECTION I. Personal Information

- Complete ALL sections as requested

SECTION II. Academic History

- **Colleges Attended**:
    - Add ALL postsecondary institutions you have attended regardless of the grades or credits earned
- **GPA Entries**:
    - Enter your *cumulative* GPA earned for each of your postsecondary institutions
- **Standardized Tests**:
    - Click the "***I am not adding any standardized tests***" button

Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements. Visit the Applicant Help Center for more information.

- **Freshman Applicants:** while SAT and ACT scores are not required, we encourage you to report any results here with the associated College Board or ACT ID number. If you have not yet taken the exam, you can simply add the date that you will complete the exam. If you have SAT and ACT results, you must also report the associated ID number and request your official results be sent to all your CSU campuses. If you are accepted, your SAT and ACT results will be used as one of the measures to place you in the proper mathematics and English courses.
- **Transfer Applicants:** if you have completed less than 60 transferrable units and taken the SAT and/or ACT, report your results here. While SAT and ACT scores are not required, we encourage you to report any results here. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests.**
- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests.**
- **International Applicants:** report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests.**

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see Sending Official Test Scores for more information.

[I Am Not Adding Any Standardized Tests]

SECTION III: Supporting Information

- **Experiences:**
    - Click the "***I am not adding any experiences***" button

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the Applicant Help Center for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.

[(+) Add an Experience]

[I Am Not Adding Any Experiences]

FALL MSW APPLICATION INSTRUCTIONS

SECTION IV. Program Materials

- **QUESTIONS** tab
  - Answer all questions, acknowledgments, and disclosures
- **DOCUMENTS** tab
  - Upload your **Resume** and **Personal Statement**
    - See the "**How to Apply**" page of the Social Work department website for the **personal statement prompt** and **resume** information/sample
    - The personal statement *must* answer ALL questions from the prompt in order to be considered- maximum of 2 pages
    - The Resume *must* include your current accurate contact information: name, email address, and phone number
      - Experience (paid or volunteer) in the social work or human services field is not *required*, but please be sure to include any that you do have
- **RECOMMENDATIONS** tab
  - Enter the **names** and **email addresses** for your **three** references
    - They will be sent an email containing a link to complete the recommendation electronically
    - There is not an option for them to attach a letter. However, they may copy and paste the text from their letter into the text box on the form

Recommendations

As part of the application process, you are required to have three (3) letters of recommendation (either two academic and one professional, or two professional and one academic) submitted on your behalf directly to CSU San Marcos. Recommendation forms are submitted electronically.

(Please note: personal references will **not** be accepted.)

** Be sure to notify your recommenders that you have selected them and also follow up with them to ensure their recommendations are submitted well **before** the application deadline!

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Graduate Social Work	3 required - 4 total allowed
+ Request Graduate Social Work Recommendation	

Final Steps for Cal State Apply

- Review, finalize and pay the application fee. Once you have completed your review and paid the application fee, submit your application.
  - Your application will not officially be submitted until payment has been received.
- Upon submission of your application, you will receive an email within 48 hours confirming the receipt of your application. If you do not receive a confirmation email, please contact us at **socialwork@csusm.edu**.