



**SAN FRANCISCO
STATE UNIVERSITY**

School of Social Work
1600 Holloway Avenue
San Francisco, CA 94132-4161
<http://www.sfsu.edu/~socwork>

Instructions for MSW Application for Admission

Thank you for your interest in the MSW program at San Francisco State University. To apply for admissions, please submit two completely separate sets of information: One for Graduate Studies and the other for the School of Social Work. To enter the MSW Program, you must be admitted to both Graduate Studies and the School of Social Work. Please note the following requirements:

Apply to SFSU Graduate Studies: DEADLINE: January 16, 2009

- 1) Complete the application on-line at <http://www.csumentor.edu>.
- 2) Submit one set of official transcripts from each school to the Graduate Division.
- 3) Pay a \$55 application fee.

Graduate Division information is available at <http://www.sfsu.edu/~gradstdy>

Apply to the School of Social Work: DEADLINE: January 16, 2009

Assemble and submit a complete package of MSW admission materials, including:

- 1) MSW application form (available at <http://www.sfsu.edu/~socwork>). All materials SHOULD BE TYPED.
- 2) Official transcripts from all schools/universities attended.
- 3) Three letters of reference.
- 4) Verification forms for employment and volunteer work.

All Social Work application materials must be **RECEIVED OR POSTMARKED January 16, 2009**. Applications will NOT BE CONSIDERED if received or posted after January 16, 2009. You should retain a copy of your completed application for your own record; the School does not make copies. Send the complete packet of materials to:

**School of Social Work
MSW ADMISSIONS COMMITTEE
San Francisco State University
1600 Holloway Avenue, HSS Room 227
San Francisco, CA. 94132**

Your three (3) letters of reference should support statements made in your application relating to employment, volunteer work or field instruction activity. These references should highlight and substantiate your social service experiences relevant to the School's mission. Please duplicate reference forms as needed. Print your name, address and emphasis on all reference forms before giving them to recommenders. Reference forms should be mailed directly to you so you can include them in your packet of application materials. Each reference letter must be in a sealed envelope and signed across the back flap by the recommender.

If you applied to the MSW program for Fall 2008, you can request to re-activate your file by completing the "Request for Reactivation" form, which is available at <http://www.sfsu.edu/~socwork>. Include this completed form with all additional updated material you wish to submit with your 2009 application. The School does not maintain any application or supporting materials for more than one year.

We regret that we can only admit a small number of applicants each year; therefore, many qualified applicants may not be accepted. We will notify all applicants of our decision by mail. Please do not call to inquire about the status of your application. It is the policy of the school not to reveal the details of its confidential admissions process or to provide admissions decisions and explanations to applicants who are not accepted. Further, we cannot provide admission consultations.