Frequently Asked Questions and Answers Regarding MSW Applications. Updated 1-2-2009

Q1. How long does it take to complete the MSW Degree Program? How many units are required for graduation?

It takes two academic years or 4 semesters of full-time study. One must complete a minimum of 60 graduate units to complete the MSW Program.

Q2. What applications are needed to apply for the MSW program?

All must submit two applications – one for SFSU’s Division of Graduate Studies and the other for the School of Social Work’s MSW Program. Apply to both concurrently.

The University's Graduate Application is available online at http://www.csumentor.edu. If you have problems accessing the CSU Mentor, you may contact the Graduate division by telephone at (415) 338-2234 or pick-up an application at the Administration Building, Room 253 or download and print the application at http://www.sfsu.edu/~gradstdy/forms/admission-application-05-06.pdf.

The School of Social Work application can be downloaded from the website at www.sfsu.edu/~socwork/new/home/MSWProgram.htm.

Q3. What does the University application require?

For details about the University’s graduate application process, please consult the Graduate Division’s website. Here are a few basics involving both the University and the School:

1. Students are required to submit the University application to the Graduate Division by the CSU Mentor or by downloading and printing the application.
2. Submit Official transcripts from each postsecondary institution regardless of the number of units taken. Send one set of official transcripts to the Graduate Division and attach one complete set of all transcripts with the application to the School of Social Work. Unofficial or copies of transcripts are only acceptable to the School of Social Work.

Q4. What must be included in the School of Social Work application?

Students are to submit the following documents directly to the School of Social Work:

- MSW application form (filled out completely)
- Personal essay/statements (instructions for the personal statement are provided on the application form).
- Three letters of recommendation (from faculty, employers or supervisors, and professionals in human services).
• Verifications of employment or volunteer work.
• Copies of transcripts

Q5. What is the deadline to apply for admission for Fall Semester 2009?

The deadline to submit both the University and School of Social Work applications is 16 January 2009. Please check with Division of Graduate Studies for additional details. Other instructions and the due date for applications to Social Work are available with the MSW application form.

Q6. What exams or prerequisites are required for graduate admission to the School of Social Work?

The School of Social Work does not require examinations and it has no prerequisites for admission. The Graduate Record Exam (GRE) is not required.

Q7. What are the concentrations offered by the School of Social Work?

1. Social Work Practice with Individuals, Families and Groups - direct intervention with individuals, groups and families.
2. Administration and Planning - management and administration, program development and evaluation.

Q8. What information is available about scholarships and financial aid?

School of Social Work does not handle scholarship or financial aid. For financial aid information, contact the University’s Financial Aid office at (415) 338-7000.

Q9. What is the Pupil Personnel Service Credential (PPSC) Program?

Graduate social work students may pursue the Pupil Personnel Services Credential (PPSC) while simultaneously completing their MSW requirements. For more information, please contact Christina Feliciana at schoolsocwork@gmail.com

Q10. What is the Licensed Clinical Social Worker Credential (LCSW)?

The LCSW requires a two year internship to be supervised by the Board of Behavioral Science Examiners, after completing the MSW. Contact the Board of Behavioral Science Examiners at (916)445-4933, 400 R Street, Suite 3150, Sacramento, CA 95814.

Q11. What can one do if one wishes to reapply for admission in the year following initial denial?

The School of Social Work may hold application materials for up to one year. If one wishes to reapply for admissions in the year following denial, one may request that some previously-
submitted materials be reactivated for another year. To reapply, one must submit new applications to the University’s Graduate Division and the School of Social Work.

If the applicant wishes to use any portion of his/her MSW application material from the previous year, he/she **must** fill out and sign a re-activation form, indicating the documents he/she would like to reuse. The applicant can add new material to his/her application as well. Additional transcripts are NOT required to be sent to the University unless the applicant has taken classes outside SFSU after he/she has applied the previous year.

**Q12.** What specialty areas are also available for study?

The School of Social Work offers the following programs:
- Child Welfare: Title IV-E Child Welfare Training Project
- Mental Health: Mental Health Stipend Program
- School Social Work: Pupil Personnel Services Credential (PPSC)
- Gerontology: The School houses the Gerontology Program, which offers an M.A. in Gerontology.

**Q13.** How and when will I know my admission status?

The University’s Graduate Division and School of Social Work will send a joint letter of admission to all admitted students. If not admitted, the School will send a letter confirming the decision. Notifications will be sent as soon as evaluations are complete. Most confirmations will be given during the Spring, but some may occur as late as July or August.

**Q14.** Can one transfer units from other universities?

Students can transfer no more than **30 units**, and all transferred units must be from a CSWE-accredited social work school. Anyone wishing to transfer must apply for SFSU Graduate Division and School of Social Work admissions, just like all other student applicants. Once admitted, the School will assess courses that have been completed and determine which ones meet the School’s requirements.

For further inquiries, contact the School of Social Work - MSW Program by:

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School of Social Work,  
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San Francisco, CA 94132

(415) 338-1003  
socwork@sfsu.edu