California State University, Sacramento

School of Social Work

Masters of Social Work Application Cheat Sheet

# Instruction

* *Use this Cheat Sheet to prepare your MSW Application.*
* *There are FOUR tabs in the OnBase Form: Application, Ethnic Identity, Specialized Area of Practice Survey, and Agreement and Signature. Applicants should answer all required questions (marked by* ***\**** *sign in the OnBase system) to sign and submit the application through the OnBase Form.*
* *It is STRONGLY RECOMMENDED that students complete this Cheat Sheet first, and then enter the information into the OnBase Form (copy & paste).*
* *NOTE*
  + *The OnBase Form cannot be saved and must be finished in* ***one sitting****. Have all required information ready before beginning, using this Cheat Sheet.*
  + *The SUBMIT button will become available when all required fields (* ***\**** *) in four tabs have been entered.*
  + *The OnBase Form will time out after 20 minutes of inactivity and will* ***not*** *save if it has timed out. Complete this Cheat Sheet first before entering the information into the OnBase Form.*

# **First Screen: Cal State Apply Status**

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| --- |
| Have you submitted a Cal State Apply application?  Yes  No   * *If no, please complete the Cal State Apply application first:* [*https://www.calstate.edu/apply*](https://www.calstate.edu/apply)*.* * *Once your Cal State Application is completed and processed you can return here to complete your MSW supplemental application.* * *All applicants must complete the Cal State Apply Application regardless of the University they graduated from, including Sacramento State.* * *Your supplemental application is automatically denied if there is no Cal State Apply Application on file.* |

# **Tab #1. Application**

## Student Information

* *Student ID, First Name, Last Name, Middle Name, and Age are grayed out boxes that will autofill based off your Cal State Apply application.*

|  |  |  |
| --- | --- | --- |
| CSUS Student ID |  | |
| *[Automatically filled]* |
| Last Name | First Name | Middle Name |
| *[Automatically filled]* | *[Automatically filled]* | *[Automatically filled]* |
| Other Name(s), if different from above, that may appear on documents or records: | | |
|  | | |
| Age (years) | *[Automatically filled]* | |

## Program Preferences

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| I am applying to the: **\***  Two Year Full-Time Program   * *Three Year Weekend Program is not offered in Fall 2025.*   Have you previously applied or been admitted to the MSW Program at CSUS? **\***  Yes 🡪 Year(s) Applied/Admitted ( )  No   * *If you check “Yes”: Enter the year(s) applied/admitted in the box.*   Are you currently enrolled at CSUS as a graduate student in another department? **\***  Yes 🡪 Specify Department ( )  No   * *If you check “Yes”: Enter the Department name in the box.*   I am applying to the Title IV-E Stipend Program**: \***  Yes  No   * *If you check “Yes”: Please complete this application first; then complete the Title IV-E Stipend Program application.*  Advanced Standing Program  * *Applicants eligible to apply for the Advanced Standing Program must have:1. Graduated from a CSWE-BSW program within the last five years,2. A 3.7 Cumulative GPA with no specific GRE Score OR received a GRE (Analytical Writing) Score of 4.5 or higher and a 3.5 Cumulative GPA.* * *The GRE is currently waived for the MSW application. To apply to the Advanced Standing program, you need to have a CSWE-BSW degree within the last 5 years and a cumulative GPA of 3.5.*   Are you interested in applying to the Advanced Standing program?  Yes  No |

## List colleges and universities attended in chronological order (most recent first) **\***

| **Name and Location**  ex: CSU Sacramento 6000 J Street Sacramento CA | **Mo/Yr of Attendance**  ex: 12/2020 | **Major**  ex: Social Work | **Degree Earned** ex: BS or BA | **Mo/Yr Received (or expected)**  ex: 5/2022 |
| --- | --- | --- | --- | --- |
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## Writing Score and Bachelor’s Degree

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| Have you completed the GRE Analytical Writing Exam?  Yes  No   * *This question can be skipped the GRE is waived for Fall 2025.*   Have you completed, or do you expect to complete a liberal arts (bachelor's) degree from a UC or CSU? **\***  Yes  No   * *If you graduated (or graduating) from a CSU or UC the answer is “Yes.”* * *If you did* ***not*** *graduate (or will graduate) from a CSU or UC the answer is “No,” and you will need to fill out a Liberal Arts form on the Cal State Apply application.*   Do you have or are you working towards a Bachelor of Social Work degree?  Yes 🡪 Bachelor of Social Work Degree Year (Expected or Actual) ( )  No   * *Answer “Yes” to this question if you have (or will have) a degree in Social Work.* * *If you check “Yes”: Enter the year of BSW degree in the box.* |

## Coursework Information

### Human Biology and Stats requirement **\***

*If your human biology and/or stats classes are not on our pre-approved courses (see the sample list of Stats and Biology classes below) and you have not gotten them approved, please e-mail details of the course to Dr. Maria Dinis at* [*dinis@csus.edu*](mailto:dinis@csus.edu)*. Course description and/or syllabus will be needed to approve a course.*

*If you still need to complete the course, enter in the information the best you can. You can put N/A for the grade at the moment, then you will send a copy of your unofficial transcript to Dr. Dinis with your updated grade.*

[*Stats classes*](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/mswdocs/msw-sample-statistics-courses.pdf) *– sample list*

[*Biology classes*](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/mswdocs/msw-sample-human-biology-classes.pdf) *- sample list*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Introduction to Statistics? **\***  Yes - Please list the course in the box below.  No - Please indicate expected completion date in the box below.  Human Biology? **\***  Yes - Please list the course in the box below.  No - Please indicate expected completion date in the box below. | | | | |
| **Class Name**  ex: Biology 7: Introduction to the Science of Biology | **Institution**  ex: CSUS | **Term/Year**  ex: Fall/2019 | **Grade**  ex: B+ | **Date of completion (or expected date)**  ex: 12/18/2019 |
|  |  |  |  |  |
|  |  |  |  |  |

### Cultural Diversity Courses **\***

*Courses on special knowledge about socially and economically disadvantaged groups such as underrepresented ethnic groups, rural communities, veterans, the disabled, children/youth, gays and lesbians, transgender people, the aged, and women with unique problems.*

*List any course content or academic degree in social, educational, and cultural specialized areas. This could be either courses you had taken or work experiences on special knowledge about socially and economically disadvantaged groups such as underrepresented ethnic groups, rural communities, veterans, the disabled, people who identify as LGBTQ+, older adults, and women.*

[*Cultural Diversity classes*](https://www.csus.edu/college/health-human-services/social-work/_internal/documents/culturaldiversity-msw.pdf) *– sample list*

| **Class Name**  ex: WOMS 136: Gender, Race, and Class | **Institution**  ex: CRC | **Term/Year**  ex: Spring/2021 | **Grade**  ex: B+ | **Date of completion (or expected date)**  Ex: 5/19/2021 |
| --- | --- | --- | --- | --- |
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*Describe in 100 words or less the special knowledge you have worked, interned, and/or volunteered with socially and economically disadvantaged groups such as underrepresented ethnic groups, rural communities, veterans, the disabled, people who identify as LGBTQ+, older adults, and women. Specify length of time you have in this special knowledge area. You may consider how you developed this special knowledge and how this knowledge could benefit any of these populations for the social work profession.*

*(100 words are about 8 lines of text in the text box below)*

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|  |

## Experience(s)

### Human Service Employment Record (paid)

*List paid employment, full and part time, beginning with present or last position held. Designate full-time (F) or part-time (P). Please do not include volunteer work or field placement in this category.*

*Please list work experience in human services programs (e.g. social welfare, education, medical, recreational, criminal justice, public health, counseling, advocacy, case management, geriatrics, community outreach/organizing, administration and faith-based). List offices, responsibilities in organizations, and time worked. Include current and past job titles and duties.*

*Note. If you are still with organization, enter the last day of current year in “To” box.*

*Note. Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections.*

| Name, phone number and location of employers in setting related to human services. | Title and Duties | From  (Date) | To  (Date) | Hours  /Week | Total  Hours |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
| Sum of Total Hours | | | | *[Automatically filled]* | |
| Total hours divided by 2000 = Yearly equivalent | | | | *[Automatically filled]* | |

### Non-Human Services Employment Record (paid)

*Please list work experience in non-human services programs (e.g. customer service jobs, secretarial jobs, cashier, management positions, sales, Information Technology positions). List offices, responsibilities in organizations, and time worked. Include current and past job titles and duties.*

*Note. If you are still with organization, enter the last day of current year in “To” box.*

*Note. Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections.*

| Name, phone number and location of employers in settings NOT related to human services. | Title and Duties | From  (Date) | To  (Date) | Hours  /Week | Total  Hours |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
| Sum of Total Hours | | | | *[Automatically filled]* | |
| Total hours divided by 2000 = Yearly equivalent | | | | *[Automatically filled]* | |

### Volunteer (unpaid) Activities and Experience in Human Services

*Please list volunteer work experience in human services programs (e.g. social welfare, education, medical, recreational, criminal justice, public health, counseling, advocacy, case management, geriatrics, community outreach/organizing, administration and faith-based). List membership, offices, and responsibilities in organizations, community activities, etc. Include current and past activities that reflect your scope of interest and participation.*

*Note. If you are still with organization, enter the last day of current year in “To” box.*

*Note. Total hours will fill in automatically based off the information you enter for the “From”, “To” and “Hours/Week” sections.*

| Organization, Phone Number, Name of Supervisor | Position and Nature of Activity | From  (Date) | To  (Date) | Hours  /Week | Total  Hours |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
|  |  |  |  |  | *[Automatically filled]* |
| Sum of Total Hours | | | | *[Automatically filled]* | |
| Total hours divided by 2000 = Yearly equivalent | | | | *[Automatically filled]* | |

### Summer Intensive Program

*This is for Sac State Social Work students that are completing the Summer 2025 Summer Intensive Program (SIP). If you are participating in this program check “yes”. If you are not check “no”*

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| Are you participating in the CSUS Social Work Summer Intensive program? **\***  Yes  No |

### Undergraduate Field Placement: BSW Applicants Only

*This section is for the applicants with BSW degree only. List the agency, nature of work, and start/end date for your BSW Field Placement.*

*Note. If you are still with organization, enter the last day of current year in “To” box.*

| Agency | Nature of Work | From  (Date) | To  (Date) | Total Number of Months |
| --- | --- | --- | --- | --- |
|  |  |  |  | *[Automatically filled]* |

## Leadership

*List any leadership positions held (e.g. roles [chair, treasury, secretary] in committees, boards, or school/faith-based organizations, mentorship, management positions, coaching, supervisory roles, or any other activity that demonstrates leadership. List trainings/certificates or academic degrees in leadership. These leadership positions may include roles in public enterprises (e.g., human services, education), or private enterprises (e.g., shift leader or management positions in restaurants). Specify the length of time in positions or roles held.*

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*Describe in 100 words or less the leadership role(s)/trainings you had that involved individuals/groups and association or assisted in resolving issues. Examples may include the responsibilities you took to mentor individuals at an organization, served as a leader on a church mission abroad or being a club officer for a college campus. Specify length of time of leadership experience held.*

*(100 words are about 8 lines of text in the text box below)*

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## Languages

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| --- | --- |
| Do you speak a language other than English that will help you in serving a particular population in need of social services? **\***  Yes  No | |
| What language(s)? |  |
| Please discuss how you acquired the language skill and how will this language be used to serve the particular population. |  |

# **Tab #2. Ethnic Identity\***

* *Choose the ethnic identity code below that represents you best.*
* *At Sac State, we value diversity. We collect this information to learn more about applicants, but this information is NOT part of the application review.*

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| Please select a code:  American Indian or Alaskan native 🡪 Describe Tribe ( )  Black, non-Hispanic, including African American  Mexican-American, Mexican, Chicano  Other Latino, Spanish-origin  Central American  South American  Cuban  Puerto Rican  Chinese  Japanese  Korean  Asian Indian  Other Asian  Hmong  Cambodian  Laotian  Vietnamese  Thai  Other Southeastern Asian  Guamanian  Hawaiian  Samoan  Other Pacific Islander  White  Filipino  Ukrainian  Russian  Other 🡪 Describe ( )  No response  Decline to state  Bi racial 🡪 Describe ( ) |

# **Tab #3. Specialized Area of Practice Survey**

* *Choose ONE specialized area of practice in the box below.*

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| --- |
| For course planning purposes, we would like to survey your preference for specialized area of practice. This is only a tool to gauge applicant interest. Please select one specialization that most appeals to you or if you are uncertain select undecided.  The survey will not have any impact on your application to the Division of Social Work and will only assist the department in determining how many courses will be offered during the MSW II year of study for the applicant class.  **Behavioral Health/Mental Health Specialization**  Social Workers are one of the principal providers of mental health services in the United States. There is an increasing need for advanced competencies to practice in mental health centers, psychiatric rehabilitation facilities, emergency services, hospitals, housing and residential recovery programs serving homeless, as well as dual diagnosed clients. The focus is to train graduate level practitioners to conduct complex assessments, be competent in differential diagnosis, using DSM 5, be able to perform time limited psycho-therapeutic supports, clinical case management, be able to fully integrate autonomous practice with full respect for advanced ethics and mental health law and be a liaison with the courts and other forensic services.  **Health & Gerontology Specialization**  The constant growth, demands and changes in health care have had a serious impact on the viability and need for social workers in all areas and settings of health care. Social workers are present in public health, acute and chronic care settings providing a range of services including health education, crisis intervention, a wide range of individual, family and group supportive counseling and case management. Health care social workers are increasingly trained to provide interventions to prepare for and respond to traumatic events and disasters. The health care system in the United States is complex and multidisciplinary in nature and Social Workers will be trained in a network of services such as diagnosis, treatment, rehabilitation, health maintenance and prevention provided to individuals of all ages with a range of needs.  **Child, Adolescent, & Family Specialization**  Child, Adolescent & Family is designed for the advanced second year student who is committed to improving the lives of children adolescents through psychosocial interventions. A major focus is to help students build a framework for social work interventions using normative developmental supports and case planning. Another focus is to prepare students to understand developmental stresses, disruption and challenges and to identify research informed social work interventions that include individual children, their caregivers and community settings that provide primary and supportive school, community, behavioral and mental health services.  **Undecided** |

# **Tab #4. Agreement and Signature**

Applicant Agreement: To my knowledge, the information I have provided in this application is true and accurate. **\***

* *You will not be able to check the Applicant Agreement check box until ALL required fields (****\*****) have been entered.*

Signature of Applicant

Date

Please report any issues you may have completing this form to Serena Vu ([serenavu@csus.edu](mailto:serenavu@csus.edu)); or the IRT Service Desk (916-278-7337).