



## MSW Program with Title IV-E Stipend Admission Information

### **For MSW Applicant who are electing Title IV-E**

Three-step process:

1. **Apply to SF State University via CALSTATE APPLY \$55 fee :** <https://www2.calstate.edu/apply>

For information on how to navigate CALSTATE APPLY, please go to the Graduate Studies website:  
<http://grad.sfsu.edu/>

2. **Apply to the MSW Program. Please see the list below for MSW Application requirement:**

- Personal Statement (Questions on CALSTATE APPLY) \*
  - Writing Assessment (Question on CALSTATE APPLY) \*
  - Resume (please use template on our website: <http://socwork.sfsu.edu/admissions/msw>) \*
- \*Upload your Personal Statement, Writing Assessment and Resume to the Documents section on CALSTATE APPLY.*
- Three Reference Forms (<http://socwork.sfsu.edu/admissions/msw>)\*\*
- \*\*Recommender will be submitting the Reference Forms directly to CALSTATE APPLY. Please make sure you provide your recommender's name and email on CALSTATE APPLY under Evaluation Section.*

3. **Apply to the Title IV-E Child Welfare Training Program. Please see the list below for the Title IV-E Application Packet (** <http://socwork.sfsu.edu/admissions/msw> **):**

- A completed, type-written Application Form\*
  - Personal Statement (questions provided) \*
  - Signed Declaration Form\*
- \*Upload your Title IV-E Application Form, Title IV-E Personal Statement and signed Declaration Form to the Documents section under "Other" on CALSTATE APPLY.*
- One Letter of Reference (<http://socwork.sfsu.edu/admissions/msw>) \*\*
- \*\*Recommender will be submitting the Reference Letter directly to CALSTATE APPLY. Please make sure you provide your recommender's name and email on CALSTATE APPLY under Evaluation Section on the 4<sup>th</sup> Reference person. Make sure to notify the recommender you are a Title IV-E Applicant.*
- On the Evaluator's Information section of your application, there is a personal message section. Please cut and paste the following into that section, in the box provided:***

***"As my reference for the Title IV-E Program, please go to (***

***[http://socwork.sfsu.edu/sites/default/files/Fall%202018%20Admission%20IV-](http://socwork.sfsu.edu/sites/default/files/Fall%202018%20Admission%20IV-E%20ReferenceLetter_0.docx)***

***[E%20ReferenceLetter\\_0.docx](http://socwork.sfsu.edu/sites/default/files/Fall%202018%20Admission%20IV-E%20ReferenceLetter_0.docx) ) and answer the questions provided. Once your letter is completed, please upload the document to the Evaluator Portal."***

- Letter of Support for the Agency Director and Proof of Educational Leave (if applicable).

*\*Upload your letter of support with your Title IVE App to the Documents section under "Other" on CALSTATE APPLY.*

**MSW Application and all other required supplemental supporting documents are due no**

**later than: Friday, December 15, 2017, before 11:59PM.**