



# Berkeley Social Welfare

## Instructions for Completing Your Online Application for Graduate Admission

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### Before You Apply

1. Review these instructions to see what is covered in the online application; which fields are required and which are voluntary; and what additional information you will need to gather in order to successfully complete and submit your application by the required deadline.
2. Review the Berkeley Graduate Admissions web site to understand university requirements for graduate admission; information regarding graduate financial support; and instructions for checking the status of your application or accepting an admissions offer: <http://grad.berkeley.edu/admissions/apply/>.
3. Review all of the MSW admissions information on our Social Welfare MSW admissions web site for important details on admission requirements, the application process, and what information you will need to provide: <http://socialwelfare.berkeley.edu/msw-admissions>. Use the "MSW Admissions Checklist" and other resources available there to help you gather and prepare all of the information you will need to successfully complete your online application

### General Instructions

1. **To access the online application:** go to the Berkeley Graduate Admissions web site and click on the button that says "Summer & Fall 2018 Application:"  
<http://grad.berkeley.edu/admissions/apply/>.
2. **APPLICATION DEADLINE:** All applications must be complete and submitted by the deadline: **December 1, 2017 at 8:59 p.m. (PST)**. At 8:59 p.m. (PST), the application program will close immediately, not allowing for any more edits or for any individual to press 'Submit.' If you have not pressed 'Submit' by this deadline, your application will not be considered. **No late applications are accepted under any circumstances, without exception.**
3. After you begin an application, you may save it and continue working on it later, but once you submit your application, you may no longer change your record online. You will still be able to login to check your application, monitor its status, and communicate with your recommenders. For other changes or questions, please contact the Social Welfare Admissions Office directly at [swadm@berkeley.edu](mailto:swadm@berkeley.edu); or email the UC Berkeley Graduate Admissions Office at [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu).
4. **Technical Difficulties?** If you experience technical difficulty when applying online, please send an email describing the problem to [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu).

# Instructions for Completing the Online UC Berkeley Graduate and Professional Application for Admission

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Log into the online UC Berkeley Graduate and Professional Application for Admission at <https://gradapp.berkeley.edu/apply/>.

If you are logging in for the first time, you will be instructed to create an account in order to begin your online application for graduate admission. The online application system will send you an automated e-mail with instructions for updating your log-in credentials (password) and accessing your individual application.

**All required fields in each section of the online application are marked with an asterisk (\*).**

## Intended Program of Study

Begin your application by selecting the term and degree program to which you are applying from the drop-down menus on the application instructions page.

- **You may only apply for one program per admission term.**
- **Berkeley Social Welfare offers admission for the fall term only.**

Admit term:\*

Select Program\* - choices are:

- Social Welfare MSW
- Social Welfare MSW/PHD
- Social Welfare & Public Health MSW/MPH
- Social Welfare & Public Policy MSW/MPP

## Program Information

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### Study Emphasis/Research Concentration

In this section please choose your intended area of concentration in the MSW program. **You may choose only one.**

Primary Research Interest/Study Emphasis\* - choices are:

- Direct Practice in Child & Family Services
- Direct Practice in Community Health Services
- Direct Practice in Gerontology Services
- Direct Practice in Health Services
- Management & Planning

## Biographical Information

Please completely fill in all fields in this section. You are required to provide:

- Permanent Address\*
- Citizenship\*

You should also provide a valid, permanent e-mail address.

## Personal Background

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### Residency/Visa Status

In this section you are required to state the country and city where you were born, and indicate what type of residency or visa status you expect to hold at the start of the term for which you applied.

**Do you expect to be a California resident by the beginning of the term to which you applied?** U.S. citizens and permanent residents may be classified as a California resident for tuition purposes. To qualify, you must be physically present in California on a continuous basis for at least 366 days immediately prior to the first day of instruction for the semester you intend to enroll. **Non-immigrant visa holders do not qualify and should mark "No" to this question.**

For more detailed information on California Residency, please consult the [Office of the Registrar's website](#).

### Gender/Sexual Identity

"Sex assigned at birth" is the required field in this section. Choices are:

- Female
- Male
- Decline to state

Responses to the additional questions about gender identity and sexual orientation are voluntary. This information will be used for reporting purposes only in aggregate. **Individual information will NOT be available to reviewers in admissions or funding decisions.**

Select the option that best describes your gender identity. Choices are:

- Female
- Male
- Trans Female/Trans Woman
- Trans Male/Trans Man
- Genderqueer/Gender Non-Conforming
- Different Identity

Select the option that best describes your sexual orientation. Choices are:

- Bisexual
- Gay or Lesbian
- Heterosexual or Straight
- Not Listed/Other

### Alternate Contact

If you would like to authorize anyone else to have access to information on the status of your application, please enter their full name and email address below in this section, and check the box to indicate that you permit UC Berkeley to release information regarding your application to this alternate contact.

## Educational Background

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Please answer all applicable questions in this section.

## Academic History

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In this section you will enter your academic history details and **upload your transcripts**. You will also be able to enter any courses that are in progress and do not appear on your transcript.

### Add Institution

Click on the “Add Institution” link to enter each educational institution attended after high school, including Berkeley or any other campus of the University of California, regardless of the length of attendance.

If you need to enter more than one degree certificate or transcript for the same institution, please add that institution again to upload the corresponding documents.

### Submit Transcript

After you add an institution, you will **upload a scanned copy or digital facsimile of your transcript** from this institution. You may upload those pages as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

### Courses

After you enter information for an institution please add any courses that are in progress and do not appear on your transcript. You must add your institutions **before** you may add courses in progress.

## Grades

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Report your GPA information in this section:

### Grade Point Averages (GPA)

The University requires a minimum GPA of 3.0 for all coursework after the first two years (typically the first 60 semester units or 90 quarter units) of undergraduate study. **This is the GPA you should enter in the “Advanced GPA” field in this section.**

Calculate and enter your Grade Point Average as a value between 0.00 and 4.00. If your GPA is not based on a 4-point scale, leave these fields blank. This may be the case for many international applicants.

Provide a GPA for each of the required fields:

Cumulative Undergraduate GPA as shown on the transcript granted by the most recently attended undergraduate institution:\*

Advanced GPA (all courses completed after the second year):\*

GPA for courses in the major field of study:\*

### GPA Calculation

You are **not required** to upload a calculation worksheet for your GPA.

## Languages

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### Primary (native) Language\*

Please select your primary (native) language, the language you learned as a child and that was spoken in your home. If you grew up with more than one language, you may select multiple options by checking all that apply.

### Secondary Language Capacity

You may also note any secondary language you have acquired and indicate your competency in each language.

## Economic Background

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### Economic Background Information

In our effort to gain a comprehensive picture of your social and economic situation we ask you to provide some financial information. Providing this information is entirely optional. It will be treated confidentially and not be used to make any admission-related decision. We may, however, consider this information to determine financial eligibility for need-based scholarships or other support.

**To be eligible for consideration for Social Welfare Departmentally Restricted Awards (“departmental fellowships”), you are strongly encouraged to complete all applicable fields in this section.** No additional application is required for departmental fellowships for entering students.

## Employment History

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Although you are not required to complete this section since you will be uploading a copy of your resume/CV, you are encouraged to fill in employment history details if you have more information to convey than is noted in your social work-specific resume/CV.

## Recommendations

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Please provide contact information for at least three individuals who will write a letter of recommendation for you. Please also indicate whether or not you waive your right to access your to inspect your letters of recommendation on a voluntary basis.

- **Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.**
- **Recommenders will submit recommendations for you directly to your online application. All recommendations MUST be received by the application deadline.**
- **The Graduate Division may verify the authenticity of academic letters of recommendation with the school or recommender.**

## Test Scores

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If you are applying to a degree program that requires the GRE for admission, or if you are an international application subject to the TOEFL exam requirement, please self-report your scores in this section.

**All official test score reports should be sent directly to UC Berkeley Graduate Admissions, Institution Code #4833.** Test scores do NOT need to be sent to the School of Social Welfare. All test scores **must be received by the stated application deadline** each year.

## Statement of Purpose

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This section is where you **upload a PDF file of your STATEMENT OF PURPOSE.**

**You are required to upload only ONE file. If you wish to replace a file you have previously uploaded, please delete your current file and UPLOAD A NEW FILE. Do NOT click on the 'add another' file link.**

For guidelines on the Statement of Purpose, please review our "[Preparing Your MSW Admission Application Statements](#)" document.

## Personal History Statement

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This section is where you **upload a PDF file of your PERSONAL HISTORY STATEMENT.**

**You are required to upload only ONE file. If you wish to replace a file you have previously uploaded, please delete your current file and UPLOAD A NEW FILE. Do NOT click on the 'add another' file link.**

For guidelines on the Personal History Statement, please review our "[Preparing Your MSW Admission Application Statements](#)" document.

## Social Welfare Program

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This section is where you will provide information specifically required for application to the Berkeley Social Welfare MSW Program. **Please answer all applicable fields in this section.**

### Title IV-E Stipend Program

If you selected the "Direct Practice in Child and Family Services" concentration, please select whether or not you wish to be considered for the Title IV-E Stipend-based Child Welfare Training Program.

### Analytical Question

This section is where you **upload a PDF file of your ANALYTICAL QUESTION RESPONSE.**

For guidelines on the Analytical Question Response, please review our "[Preparing Your MSW Admission Application Statements](#)" document.

### Research Methods/Stats Course

All admitted MSW students must have successfully completed a course in research methods or statistics before the start of the Fall 2018 semester. This requirement may be fulfilled with ANY

introductory community college or university course in statistics or research methods. The course must be taken at an accredited institution. The course may be taken online. A passing score on the AP Statistics exam meets this requirement. **In this section you will indicate how you have satisfied (or intend to satisfy) this admissions requirement.**

## Background Check

The School of Social Welfare requires that students comply not only with professional and academic codes of conduct, but also with professional liability insurance requirements. For this reason, applicants must disclose any criminal or other background circumstance that might compromise their ability to obtain professional liability insurance, to be placed in an educational internship, or to be employed and/or licensed as a social worker. This includes but is not limited to any criminal convictions including misdemeanor-level offenses.

Disclosure does not automatically disqualify the applicant from admission and the circumstances will be taken into consideration. If you are required to disclose, please submit a letter marked "Confidential" by **no later than the application deadline** to:

Admissions Office  
School of Social Welfare, UC Berkeley  
120 Haviland Hall #7400  
Berkeley, CA 94720-7400

Failure to disclose by this deadline may result in revocation of admission, if granted. Please indicate that you fully understand this requirement by placing your initials in the box provided in this section.

## Survey

Please help us improve our graduate recruiting efforts by answering the questions in this section:

How did you hear about our graduate program here at UC Berkeley?

If a Master's degree is your immediate degree goal, do you plan to continue for a doctoral degree in the future?

## Special Circumstances

Applicants who would like to communicate any special circumstances related to an element of the application may upload a PDF statement here. This section is optional and most applicants leave it blank.

## Supporting Materials

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Most of the information requested in this section is voluntary. You may upload any additional materials supporting your professional promise and leadership potential to the appropriate fields in this section. **You MUST upload your social work-specific résumé/CV to the "Academic or Professional History" field in this section.**

## Academic or Professional History

Please upload a recent version of your résumé or your Curriculum Vitae, highlighting your relevant social work experience. For résumé guidelines please see our ["Résumé Guidelines and Work Experience Examples from Admitted MSW Students."](#)

## Sampling of Relevant Written Work

You may (but are not required to) upload a sample of written work that is relevant to your application (e.g. seminar paper, report, magazine/newspaper article, book excerpt).

## Publications and Presentations

You may (but are not required to) provide a list of publications and/or presentations related to your academic or professional background (include the PubMed ID if applicable). Please enter your most recent citation first.

## Honors and Awards

Enter any honors and awards relevant to your application to graduate study.

## Website

If your work is published as a website or part of it, please provide the URL in this section.

## Survey

Please tell us which other institutions you have applied to, and the name of the major/department.

## Information Agreement

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At the bottom of this section, indicate that you have read and understand all of the disclosure statements contained in this section

## Payment Method

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The fee for applying to the university is \$105 for domestic students and \$125 for international students. The fee is non-refundable and payment information must be provided before submitting your application. After you submit your application, you are required to submit your credit card payment through your status page.

**Fee Waiver:** U.S. citizens or permanent residents who can demonstrate financial need are eligible to apply for a waiver of the application fee. For details and eligibility criteria please see [“Requesting an Application Fee Waiver.”](#)

## Signature

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Enter your full legal name in the signature box.

## Review

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Review this section to see if there are any errors or missing information to correct before you submit your application. Then, when you are ready, click the **Submit Application** button and you're done! Good luck!