



Berkeley Social Welfare

Instructions and Tips for Completing Your Online UC Berkeley Graduate and Professional Application for Admission

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 website to understand university requirements for graduate admission, find information regarding graduate financial support, and view instructions for checking the status of your application or accepting an admission offer: <http://grad.berkeley.edu/admissions/apply/>.
3. Review all of the MSW admissions information on our Social Welfare MSW admissions web page 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 2019 Application:” <http://grad.berkeley.edu/admissions/apply/>.
2. **APPLICATION SUBMISSION DEADLINE:** All applications must be complete and submitted by the deadline: **December 3, 2018 at 8:59 p.m. Pacific Standard Time.** 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. **MAKING CHANGES AND UPDATES:** 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; or email the UC Berkeley Graduate Admissions Office at 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.

Tips for Completing Your Application to the MSW Program

1. FOLLOW THE INSTRUCTIONS CAREFULLY!

Berkeley has strict graduate enrollment ceilings, and admission to Berkeley is highly competitive. Each year we receive many more applications from qualified applicants than we have space available. As a result each year many well-qualified applicants who would likely be very successful in a social work graduate program are denied admission. Make sure you submit the most competitive application possible by reviewing and carefully following all of the instructions for submitting your application. **This is especially important for your written statements, and your résumé/CV** highlighting your relevant social work experience. If you are applying to a concurrent degree program, be sure to also review and follow any instructions provided by your concurrent degree department (e.g., [Public Health](#); [Public Policy](#)).

2. START EARLY:

Give yourself plenty of time to complete and review your application a few days ahead of the submission deadline. You do not want to wait until the last minute to submit an online application. Allow plenty of time for any unforeseen technical issues with submitting your application, including processing your [application fee](#) payment.

3. LETTERS OF RECOMMENDATION:

Choose your recommenders carefully. If any of your potential recommenders are ambivalent about providing a recommendation for you, consider choosing someone else. Contact your potential recommenders and confirm their contact information early in the process of preparing your application. Let them know that they will be receiving an automated invitation from the application system to complete their recommendation and submit a letter online directly to your application file. Be sure to inform them of the application deadline: **December 3, 2018 at 8:59 p.m. Pacific Standard Time**. After submitting your application, check your Application Status page frequently to monitor when your recommendations are received, and communicate with your recommenders as necessary.

4. RÉSUMÉ/CV:

Your résumé/CV should follow the “Professional Social Work Experience” template provided in our [Experience and Résumé Guidelines for Applicants to the MSW Program](#) handout. Include all relevant work, volunteer, or part-time positions that are specifically related to either your chosen specialization area or to the field of social work. **Be sure to include the tabulation of the number of hours of experience for each position listed.** This makes it easy for reviewers to quickly determine how you meet or exceed the minimum experience requirement.

5. WRITTEN STATEMENTS:

Your Statement of Purpose and Personal History Statement should demonstrate your absolute best writing skills. Be sure to follow the guidelines provided in our [Preparing Your MSW Admissions Application Statements](#) handout, especially the specific prompts for the Statement of Purpose. **Do not exceed the page limit guidelines!** Proofread your statements and make sure they are error-free before uploading them to your online application.

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

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.

Application Instructions Page

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

Intended Program of Study

Please select the term and one program of study for which you would like to be considered.

Note: You may only apply for one program per admission term.

Admit term:* - *choose from dropdown list*

- **Select Fall 2019 only.**
Berkeley Social Welfare offers admission for the fall term only.

Select Program:* - *choose from dropdown list*

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

Program Information Page

Study Emphasis/Research Concentration

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

Primary Research Interest/Study Emphasis* - choose from dropdown list:

Advancing Health & Wellbeing across the Adult Lifespan
Strengthening Children, Youth & Families
Strengthening Organizations & Communities

Biographical Information Page

Please completely fill in all fields in this section:

Name

Permanent Address*

Mailing Address

Email Address (please provide a **valid, permanent e-mail** address)

Telephone Numbers (include +country code)

Birthdate (*choose from month, day and year dropdown lists*)

Citizenship* (*choose from dropdown list*)

Dual Citizenship (*choose from dropdown list*)

Race/Ethnicity (**This question appears when you choose your Citizenship**):

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions.

Are you Hispanic or Latino?

- Yes
- No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific
- White

Personal Background Page

Ethnic or Racial Identity

Select the option(s) that best describe your ethnic/racial identity (*select all that apply*).

If you chose "American Indian/Alaska Native", please share your tribal affiliation, if known: (*write in text box*)

Residency/Visa Status

What type of residency or visa status do you expect to hold at the start of the term for which you applied?* (*select from dropdown list*)

What country were you born in?* (*select from dropdown list*)

What city were you born in?* (*write in text box*)

Do you expect to be a California resident by the beginning of the term to which you applied?* (*select Yes or No from dropdown list*)

Date when your residency in California will start/has started? (*choose from month, day and year dropdown lists*)

US citizens and permanent residents may be classified as a California resident for tuition purposes (non-immigrant visa holders do not qualify and should mark "No"). 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.

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

Military Service Status

If you are or have been a member of the U.S. Armed Services, please indicate your status: *(choose from dropdown list)*

- Veteran (discharged; no longer serving on active duty or in the Reserve or National Guard)
- On Active Duty
- Reservist
- National Guard Member

Gender/Sexual Identity

Sex:* *(choose from dropdown list)*

- 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: *(choose from dropdown list)*

- 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: *(choose from dropdown list)*

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

If 'Other', please specify: *(write in text box)*

If you wish to be addressed with gender neutral pronouns, please list them below.
Example: they/them/theirs

Personal Pronouns *(write in text box)*

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.

Full name: *(write in text box)*

Email address: *(write in text box)*

- Indicate by checking the box that you permit UC Berkeley to release information regarding your application to this alternate contact.

Educational Background Page

Please answer all applicable questions in this section:

Previous UC Berkeley affiliation

Have you ever submitted an application for Graduate study at UC Berkeley? (Regardless of whether or not you were admitted.)

- Yes
 No

If you applied previously, what year? (*write in text box*)

Have you ever enrolled as a Graduate Student at UC Berkeley? (Regardless of whether or not you completed a degree.)

- Yes
 No

If yes, please list your previous Student ID: (*write in text box*)

California Community College

For applicants who attended a community college in California, please identify which college you attended most recently: (*choose from dropdown list*)

What was the outcome of your experience at the California community college? (*choose from dropdown list*)

Special Program Participation

Are you a participant in any of these special educational programs? (Select a program only if you will be a participant in the year you plan to attend UC Berkeley. Past participation does not apply here.) (*select from dropdown list*)

Education Abroad Program
IIE/Fulbright

Family Background

Please select the highest level of education each of your parents/primary caretakers achieved.

Education level: Parent 1 (*choose from dropdown list*)

Did not graduate high school
High school graduate or equivalent
Some college but no baccalaureate degree
Four-year college graduate
Master's degree
Professional degree
Doctoral degree
Unknown or unavailable

Education level: Parent 2 (*choose from dropdown list*)

Did not graduate high school
High school graduate or equivalent

- Some college but no baccalaureate degree
- Four-year college graduate
- Master's degree
- Professional degree
- Doctoral degree
- Unknown or unavailable

How many siblings do you have? (write in text box)

How many of your siblings have attended college at any time? (write in text box)

How many of your siblings are currently in college? (write in text box)

Academic History Page

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. Please do not include any high schools or college preparatory schools.

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.

Please make sure the uploaded transcript displays in the correct page orientation (i.e. landscape or portrait) and include the transcript legend (the back page in most cases).

Courses

Please enter any courses that are in progress and do not appear on your transcript.

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 Page

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.**

Grade Point Averages (GPA)

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 following required fields:

Cumulative Undergraduate GPA as shown on the transcript granted by the most recently attended undergraduate institution:* (*write in text box*)

Advanced GPA (all courses completed after the second year):* (*write in text box*)

Other Scale GPA

If your grade is not based on a 4-point scale, as is the case for most international students, please enter your undergraduate cumulative GPA as determined by your institution.

Enter your undergraduate cumulative GPA as it appears on your transcript: (*write in text box*)

GPA Calculation

If you are an *International Student*, please *upload a calculation worksheet* for your Undergraduate Cumulative GPA (unless the GPA is clearly stated on your transcript.)

No other GPA calculation worksheets are required by Berkeley Social Welfare.

Languages Page

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

Select any secondary language you have acquired and indicate your competency in each language. **Please do not repeat any of your "primary languages" in this section.**

Economic Background Page

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 Social Welfare graduate students.

Dependents

How many, (if any) dependent children or dependent adults will be living with you while being a graduate student?

Dependent Children: (*write in text box*)

Dependent Adults: (*write in text box*)

Will you be listed as a dependent on a parent's or guardian's U.S. Income tax return for the coming year? (choose Yes or No from dropdown list)

Financial Assets and Liabilities

What are your expected financial resources for the coming year? Include income from employment, checking/savings accounts, support from family, income from fellowships or grants.

Total amount (in US \$) of expected financial resources for the year: (write in text box)

Enter any outstanding public or private student loan balances you currently hold (in US \$): (write in text box)

Do you currently hold a scholarship or fellowship to support your studies? If so, please enter the name and the award amount below and upload a PDF of the official award letter (if available): (write in text box; choose and upload file of award letter if you have one)

Have you applied for any scholarship, fellowship, or grant that will support your graduate studies? If so please enter the name(s) of the institution, private foundation, or government agency: (write in text box)

Additional Information

The University of California, Berkeley provides fellowships for which applicants may be eligible. To be considered for a potential fellowship offered by the Graduate Division, please complete the items in this section. **(Select all that apply.)**

Recommendations Page

Please provide contact information for at least three individuals who will write a letter of recommendation for you. You may waive the right to inspect your letters of recommendation on a voluntary basis. To waive access to your letters, complete the waiver section for each Letter of Recommendation.

- **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 Page

If you are applying to a degree program that requires the GRE for admission (MSW/MPH, MSW/MPP, or MSW/PHD), or if you are an international applicant 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 Page

Please describe your aptitude and motivation for graduate study in your area of specialization, including your preparation for this field of study, your academic plans or research interests, and your future career goals. Please be specific about why UC Berkeley would be a good intellectual fit for you. **For Social Welfare departmental requirements and guidelines for the Statement of Purpose, please review our [“Preparing Your MSW Admission Application Statements”](#) document.**

Statement of Purpose:* *(choose and upload PDF file)*

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.

Personal History Statement Page

The Personal History Statement is required from all applicants. Please note that the Personal History Statement should not duplicate the Statement of Purpose. **For Social Welfare departmental guidelines for the Personal History Statement, please review our [“Preparing Your MSW Admission Application Statements”](#) document.**

Please describe how your personal background and experiences influenced your decision to pursue a graduate degree. In this section, you may also include any relevant information on the following:

- How you have overcome barriers to access higher education
- How you have come to understand the barriers faced by others
- Your academic service to advance equitable access to higher education for women, racial minorities and individuals from other groups that have been historically underrepresented in higher education
- Your research focusing on underserved populations or related issues of inequality
- Your leadership among such groups

Personal History Statement:* *(choose and upload PDF file)*

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.

Social Welfare Program Page

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.

Child Welfare Scholars Training Program

If you are applying to the specialization in Strengthening Children, Youth and Families, do you wish to be considered for the Child Welfare Scholars Training Program?

- Yes
 No

NOTE: To be considered you must upload a PDF of your Application for the Child Welfare Scholars Program. For details and instructions please see the [Child Welfare Scholars Program departmental website](#).

Child Welfare Scholars Program Application: *(choose and upload PDF file)*

Latinx Center of Excellence Stipend-based Training Program

If you are eligible, do you wish to be considered for the Latinx Center of Excellence (LCOE) Stipend-based Training Program?

- Yes
 No

NOTE: To be considered you must upload a PDF of your Application for the LCOE Stipend-based Training Program. For details and instructions please see the [LCOE departmental website](#).

LCOE Stipend-based Training Program Application: (choose and upload PDF file)

Research Methods/Statistics Course

All students admitted to the Berkeley MSW Program must have successfully completed a course in research methods or statistics before the start of the Fall 2019 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 may also satisfy this requirement.

Have you already met the Research Methods/Statistics Course Requirement?*

- Yes
 No

If yes, please note the course term, year, and name. (For example, 'Fall 2010 – Introductory Statistics', 'AP Statistics') If no, please type 'N/A': (write in text box)

Background Check

Although a background check is not required for admission to the MSW program, all students accepted into the MSW Program at Berkeley must disclose all relevant ethical violations or legal convictions in order to determine eligibility for field practicum placement and for required coverage under the School's professional liability insurance policy.

While disclosure does not automatically disqualify a student from admission, a criminal history may limit or possibly prevent a student's eligibility for field placement, which is required in order to successfully complete the MSW degree. It is also possible that a criminal history could limit or prohibit a student's or graduate's ability to obtain social work licensure, a specialized credential (such as school social work), or employment in the field. For more information please visit our [MSW Admissions Requirements departmental website](#).

- Check the box to acknowledge that you have read the above information concerning background checks and fully understand this requirement.***

Survey

How did you hear about our graduate program here at UC Berkeley? (Check all that apply)

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

Supporting Materials Page

Academic or Professional History

Please upload a recent version of your résumé or your Curriculum Vitae, highlighting your relevant social work experience. (*choose and upload PDF file*)

For résumé guidelines and instructions please see “[Experience and Résumé Guidelines for Applicants to the MSW Program.](#)”

Survey

Please tell us to which other institutions you have applied and the major/department. (*write in text box*)

Information Agreement Page

Read and acknowledge your understanding all of the disclosure statements contained in this section.

Agreement

I confirm that I have read and understood this information:*

- Yes
 No

Payment Method Page

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.

Signature Page

Type your full legal name in the signature box.

Review Page

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!**