**Complete Checklist for PhD Application in Social Work**

**Applications are due on December 8th (Incomplete applications will NOT be reviewed)**

* Complete, submit, and pay graduate application ($65 domestic, $75 international) (<https://admissions.msu.edu/apply/graduate-students>)
  + Select Fall Semester <year> as First Semester to Enroll
  + Select your Major Preference as “Social Work (Doctoral)”
  + Register your 3 Recommenders
  + International applicants need to complete TOEFL information and send official scores
  + GRE scores are optional
  + Complete all other required information, review and submit
    - You will get a confirmation email from MSU with login info upon payment and access your student portal)
* Request official transcripts to be sent to the Graduate Office (hard copies with envelope and seal **only accepted** for international students). Do not upload yourself.
  + - By Email:
      * + [swgradoffice@ssc.msu.edu](mailto:swgradoffice@ssc.msu.edu)
    - By Postal Service:

School of Social Work Graduate Office

Michigan State University

655 Auditorium Road, Room 239 Baker Hall

East Lansing, MI 48824-1118

* Log into your account (<https://explore.msu.edu/account/login>)
  + Check your application status
  + Submit required documents using appropriate drop-down option:
    - Personal statement
    - Resume/CV
    - Two writing samples/examples of scholarly work
    - Affidavit of support and financial proof (international applicants only)
    - Copy of Passport (international applicants only)
* Check email for reminders and other important info from the Graduate Office
* Questions? Contact [swgradoffice@ssc.msu.edu](mailto:swgradoffice@ssc.msu.edu) or [sw.phd@msu.edu](mailto:sw.phd@msu.edu)