

# **SCHOOL OF SOCIAL WORK NEW MEXICO STATE UNIVERSITY**



**BE BOLD. Shape the Future.  
College of Health, Education  
and Social Transformation  
School of Social Work**

## **MASTER OF SOCIAL WORK PROGRAM**

**Application for Las Cruces site based  
OR NMSU Global:  
MSW or Advanced Standing MSW**

## **APPLICATION INFORMATION ACADEMIC YEAR 2025-2026**

**A Council on Social Work Education  
Accredited Program Since 1991**

**2025-2026 Admissions Cycle Timeline**

**Priority Deadline: January 15, 2025**

Applications received after the priority deadline will be reviewed on a rolling basis, as space allows. To ensure consideration, please submit your application prior to the priority deadline.

**Table of Contents**

**Our Vision.....4**

**Our Mission .....4**

**Our Values .....4**

**Our Goals.....4**

**Our Program Focus .....4**

**Program Options.....5**

**Site-Based.....5**

**Advanced Standing .....5**

**NMSU Global .....5**

**Practicum Affiliation Agreement .....5**

**Important Notice for Online Program Applicants .....6**

**State Authorization Reciprocity Agreements (SARA) .....6**

**Disclaimers.....6**

**Technology Requirements for all Students .....7**

**Admission Criteria and Values.....7**

**Transcripts.....8**

**Entrance Exam Requirement .....9**

**Accessibility Support .....9**

**Application Process.....9**

**Step-One (Application Information Packet) .....9**

**Step-Two (Graduate School/MSW Electronic Application) .....10**

**Las Cruces Site .....10**

**NMSU Global Online.....10**

**Dual MPH/MSW applicants .....10**

**All MSW Applications (Regular MSW & Advanced Standing) Requirements.....10**

**Personal Statement Questions .....11**

**Additional Advanced Standing MSW Program Requirements .....12**

**Case Study Guide.....12**

**Brief Case Summary.....13**

**Biopsychosocial Assessment.....14**

**International Student Applicants .....15**

**NMSU Foreign Transcript Evaluation .....15**  
**International Transcript Evaluation Requirements.....15**  
**Graduate Assistantships .....17**  
**Application Timeline .....17**

## NMSU SOCIAL WORK PROGRAM

### Our Vision

To be a leader in culturally-responsive and inclusive education, applied research, community engagement, and interdisciplinary and international collaboration.

### Our Mission

To foster optimal health and well-being, equal human rights and a just society rooted in ethical, culturally responsive, and evidence-informed social work practice in the United States southwest, nationally, and internationally.

### Our Values

- Student-centered education
- Collective empowerment
- Cultural responsiveness
- Social and economic justice
- Community engagement
- Data-informed and ethical practice

### Our Goals

The specific goals of the MSW Program are:

1. To prepare graduates for advanced generalist social work practice that is responsive to rapidly changing environments.
2. To prepare graduates for multidimensional social work practice through the integration of theoretical perspectives, empirical evidence, and professional experience.
3. To prepare graduates who are committed to social justice and to ethical practice in complex settings.
4. To prepare graduates who are committed to continuing their professional development, developing autonomy and leadership within practice settings, and contributing to the knowledge and skill base of the profession.
5. To prepare graduates **who employ a strengths-based, culturally humble approach to practice** with populations and communities of the Southwest.

### Our Program Focus

The MSW program has an advanced generalist program focus. This collaborative practice approach promotes skills and knowledge for focused interventions with individuals, groups, families, neighborhoods, communities, organizations and public policies. The NMSU program is founded on the use of critical thinking skills and differential application of advanced social work knowledge, theories, skills, values and ethics in the assessment of and intervention with micro, mezzo, and macro level systems. The Advanced Generalist Concentration prepares social work practitioners to exercise professional autonomy, leadership, and creativity necessary for multidimensional contextual and ethical practice in rapidly changing social environments with populations of the Southwest.

## PROGRAM OPTIONS

**Site-based MSW:** The School of Social Work offers the MSW program in Las Cruces, New Mexico. The MSW program offers the two-year and three-year program options.

**Advanced Standing - Main Campus:** **The one-year Advanced Standing is for students who have a recent BSW degree and meet the admission requirements.** Students will need to apply for a summer start date for the Advanced Standing program. Because there are a limited number of Advanced Standing spaces available, these spaces are awarded on a competitive basis with preference given to applicants who have two or more years of practice experience. Courses are offered through a combination of face-to-face classes, hybrid classes (part face-to-face and part web-based), and some online classes. The dual MSW/MPH program is also available.

### **NMSU Global:**

**Online MSW-**The online program offers the two-year and three-year program options.

**Advanced Standing Online-****The one-year Advanced Standing, also available online, is for students who have a recent BSW degree and meet the admission requirements.** Students will need to apply for a summer start date for the Advanced Standing program. Because there are a limited number of Advanced Standing spaces available, these spaces are awarded on a competitive basis with preference given to applicants who have two or more years of practice experience.

The online-only programs will deliver all courses online using Canvas learning management system. Courses can either be synchronous (requiring the class to meet online on certain dates and times) or asynchronous (no requirement to meet online). You can expect that your practicum seminars and about half of the required coursework will be synchronous (requiring you to meet online on certain dates and times). The program will work to let you know several months in advance prior to the start of the program when these dates and times will be. In subsequent semesters, when you register all synchronous course will be listed. When considering this program, it is important you understand a select number of your courses will be synchronous.

Students are required to contact the Practicum Director after admission to begin the placement process in order to secure a Practicum experience. Students should start this process as soon as possible and expect at least a minimum of three months to finalize a practicum placement.

### **Practicum Affiliation Agreement**

To secure a practicum placement, the agency must be a university approved site meaning that there is an affiliation agreement executed between NMSU and the practicum agency. Affiliation agreements are a legal document that can take a minimum of three (3) months to process. NMSU cannot guarantee practicum placement.

## **IMPORTANT NOTICE FOR ONLINE PROGRAM APPLICANTS**

### **State Authorization Reciprocity Agreements (SARA)**

**If you live outside New Mexico and are currently enrolled in or are planning to enroll in a Distance Education program at NMSU, the following State Authorization information applies to you.**

Recent amendments in the Higher Education Act of 1965, in addition to established consumer protection laws, require institutions offering distance education to students in other states to be legally “authorized” by the regulatory bodies in the other states to provide distance education courses. NMSU is in the process of becoming authorized in as many states as possible to maximize educational access to our Distance Education programs and courses for students across the country.

In May 2015, New Mexico was recognized as a State Authorization Reciprocity Agreements (SARA) state by the [National Council for SARA](#). In June 2015, NMSU became a [SARA institution](#). Additionally, NMSU works with state agencies to obtain authorizations and exemptions as required by that state’s laws and be in regulatory compliance. Since securing and maintaining authorization to provide DE degree programs and courses in every state is an ongoing process, NMSU’s state authorization status will be updated as circumstances change.

<https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html>

**Please note it is the student’s responsibility to understand the requirements in their state of residence for taking Distance Education offerings from out-of-state providers. Visit [Check Your State](#) on the NMSU Distance Education website to review NMSU’s authorization status in your state.** Currently the MSW online program is not available to residents of Delaware or Massachusetts.

### **Disclaimers**

The NMSU School of Social Work may not be able to accept you into the program if you come from a state where we are not permitted to deliver our full program. Further, variations in state law may limit us in being able to successfully execute a memorandum of understanding to develop an affiliation agreement between NMSU and the practicum in which you are wishing to be placed. We will provide prospective students with information and experiences that is known to us as to your eligibility to take our program. It is the student’s responsibility, however, to read and understand this information from the weblinks above about whether they can take an online program and perform all its requirements as a resident of their state.

Students are advised that if they have lived experiences with the criminal justice system prior to starting or during their BSW or MSW Program to proactively disclose this information. This is important because arrests and legal convictions may have implications

for practicum placements, professional licensure, and professional employment. While this may not affect students' academic standing, this information is shared with the SSW Administrative Team to effectively provide students with guidance. Students are further advised that some state boards of social work examiners, including New Mexico's, may refuse to issue a license or certificate of registration to any person who has been convicted of a felony, in this or another state.

## **TECHNOLOGY REQUIREMENT FOR ALL STUDENTS**

**All correspondence with students will be electronic;** therefore, all students entering our program are required to meet the following technology requirements. These requirements are to ensure that you can successfully engage in our online courses. The technology requirements are:

1. Access to high-speed internet connectivity
2. A laptop or desktop computer that you have access to both during the day and evening hours. You must also have administrator rights on this computer so that you can download programs necessary to run various webcam learning systems (Zoom for instance, requires the installation of a small program client file to work).
3. A laptop or desktop that is equipped with *speakers, microphone, and webcam*. These items can be integrated into the computer system or components that you add individually. A USB audio headset with a microphone boom is recommended for participating in synchronous video classroom sessions.
4. MS Office for both Windows and Mac OS are available free of charge to all registered students. MS Office must be installed on your computer and used for your assignments.
5. In addition to the browser that comes with your Windows or Mac OS, you will need to install the Chrome and Firefox browsers. These are free downloads from the Google ([google.com](http://google.com)) and Mozilla ([mozilla.org](http://mozilla.org)) websites. Microsoft browsers are particularly problematic for use with many of our online management systems.
6. Tevera is the electronic database that is mandatory for practicum. The software will need to be purchased after you attend the practicum orientation in the Spring semester after you accept admission. The price ranges from \$200-\$300.

## **ADMISSION CRITERIA AND VALUES**

Social work is a profession that is committed to serving individuals, families, groups, organizations, and communities representing intersectional and diverse lived experiences. As a result of systemic oppression, marginalized and intersectional populations are not always represented in higher education and the workforce. Therefore, the School of Social Work places an emphasis on inclusion and equity within its student body as well as promoting new ways of thinking that are innovative and rooted in social justice. We recognize that diversity in the student body encourages students to listen to the lived experiences of others and facilitates a unique perspective that will ultimately help them gain perspective in the field of social work. The school encourages applications from students

representing people from these marginalized communities and their allies to create a multi-dimensional student body at NMSU that will foster an inclusive and open social work perspective to guide practice.

The MSW Admissions Committee not only uses the applicant's GPA as a criterion for admission, but also considers other factors including cross-cultural experiences, references, volunteer work, the personal statement, and the applicant's resume.

Acceptance into the social work program will be based upon:

1. An assessment of the student's capability to achieve academic success.
2. The possession of a value base that is consistent with professional social work values and ethics.
3. The student's interest in and commitment to the profession of social work.
4. Personal characteristics which will enable the student to render effective assistance to those in need.

Members of the Admissions Committee individually rate applications and subsequently make the recommendation of acceptance or denial. A rating rubric guides the committee's objective appraisal based on written communication skills, critical thinking, motivation for entering the social work profession, experience with diverse populations, GPA, references, case summary, and biopsychosocial assessment. As professional social workers, the admissions committee renders not only an objective appraisal of the applicant based upon grades and courses taken, but also renders a professional judgement about the applicant's overall fit and suitability for the profession.

## **TRANSCRIPTS**

Your Graduate School/MSW Application packet must include one transcript from each college or university you attended. Unofficial transcripts may be uploaded to the Graduate School/MSW Program application for eligibility purposes. Your MSW School of Social Work application cannot be reviewed until all transcripts are received.

However, if you are admitted to the program you will need to ensure that official transcripts (registrar to registrar from each university attended) are sent to the NMSU Graduate School. Admission to the NMSU Graduate School cannot be granted without an official transcript indicating receipt of a bachelor's degree. Allow plenty of time when requesting transcripts.

Be sure that transcripts are sent under your current name. Transcripts may be lost if they are not identical to the name on the application. If academic work is in progress at the time of filing the application, request that a final transcript be sent upon completion of study.



## **ENTRANCE EXAM REQUIREMENT**

The NMSU School of Social Work does NOT require an entrance exam (GRE, Miller's Analogy, etc.).

## **ACCESSIBILITY SUPPORT**

If you find that you are having difficulty completing the application due to a learning or physical disability and/or a medical condition you are urged to contact the Student Accessibility Services office. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Disability Access Services  
Corbett Center Student Union Room 204  
Aaron Salas, Director  
575-646-6840  
[das@nmsu.edu](mailto:das@nmsu.edu)

## **APPLICATION PROCESS**

1. All applicants must submit a single electronic application for admission to both the NMSU Graduate School and the NMSU School of Social Work (there are not two separate applications). This application can be found on the NMSU Graduate School website at the "APPLY NOW" button: <https://gradschool.nmsu.edu/> or on the School of Social Work website: <https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html> under "STEP TWO".
2. Please use the Graduate School website <https://gradschool.nmsu.edu/> for all current information related to your Graduate School application.
3. International students will find additional information and the international student application at the NMSU International Student & Scholar Services website: <https://iss.nmsu.edu/>. You may also contact the Graduate School by email at [gradinfo@nmsu.edu](mailto:gradinfo@nmsu.edu) or by telephone at (575) 646-5746.

### **Step-One (Application Information Packet)**

Review departmental application requirements in this MSW application packet which can also be found on the School of Social Work website:

<https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html>

### **Step-Two (Graduate School/MSW Electronic Application)**

All applicants must apply to the MSW Program through the Graduate School. The Graduate School application site will allow you to submit your graduate application, unofficial transcripts and required MSW application documents together. This application can be found

on the NMSU Graduate School website at the “APPLY NOW” button:

<https://gradschool.nmsu.edu/> or on the School of Social Work website:

<https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html> under “STEP TWO”.

Please indicate on the Graduate School application what program you are applying for:

- **Las Cruces Site**
  - 2-year
  - 3-year
  - **Advanced Standing 1-year**
- **NMSU Global Online**
  - 2-year
  - 3-year
  - **Advanced Standing 1-year**

### **Dual MPH/MSW Applications**

For applicants interested in pursuing both the Master of Public Health (MPH) and Master of Social Work (MSW) degrees, please note the following:

- Separate Applications: You will need to submit separate applications to both the MPH and MSW programs.
- Part-Time Status: When applying to the MSW program, indicate your intention to enroll as a part-time student in the site you have selected.
- Notification: After submitting both applications, please email our MSW Program Coordinator, Dr. Sterling Brown, at [shbrown@nmsu.edu](mailto:shbrown@nmsu.edu) to confirm your intent to enroll in the dual-degree program if admitted to both.

**All MSW Application including Regular MSW and Advanced Standing require the following:**

1. **Earn a bachelor’s degree from an accredited institution.** Pre-requisite course work for bachelor’s degree in liberal art major is human biology content and basic statistics or research methods. Pre-requisite course work in non-liberal art’s major includes humanities, natural and biological science, behavioral and social science content, basic statistics of research methods course.
2. **Minimum GPA of 3.0 on a 4.0 scale (Regular MSW only).** The School of Social Work will consider a 2.75 to 2.99 GPA for admission on a provisional basis. Applicants who are admitted provisionally due to GPA below 3.0 may be required to enter the three-year program. Students admitted on provisional standing must maintain a 3.0 GPA in the first semester to continue in the program.
3. A completed MSW Program Application form
4. **Copy of transcripts from all previous colleges or universities attended**
5. **A current resume**
6. **Three (3) letters of reference.** These letters should be from individuals who can speak to your academic abilities, professional experience, and potential for success in a graduate social work program. **If you are transferring from another Social**

**Work Program, you must have at least one reference letter submitted from a faculty member or professional within that same program at your previous university.** Appropriate references may include:

- **Professors:** Especially those who have taught you in relevant social work or related courses and can assess your academic skills and potential.
- **Supervisors or Managers:** Current or former employers who can attest to your work ethic, interpersonal skills, and professional growth.
- **Volunteer Coordinators or Supervisors:** If you have significant volunteer experience, particularly in the social service field, their assessment can be valuable.
- **Professional Mentors or Colleagues:** Individuals who know you well professionally and can speak to your character, strengths, and commitment to social work.

**Please note:** Letters from family members or personal friends are not considered professional references and should not be submitted.

## 7. **Personal Statement**

**Personal Statement Guide:** The Admissions Committee will carefully review your personal statement to assess your written communication skills, critical thinking abilities, and adherence to instructions. Your statement should reflect your motivation for pursuing social work, preparedness to work with diverse populations, and other relevant qualifications.

### **Instructions:**

1. Respond to each question thoroughly and thoughtfully. Demonstrate graduate-level writing skills by articulating your ideas coherently, utilizing abstract thinking, and adhering to proper grammar and syntax.
2. Adhere to APA 7th Edition format for all citations and references. Include a reference page for any professional literature you quote or paraphrase. To refresh your knowledge of APA style, consult the Publication Manual of the American Psychological Association (7th ed., 2019) or reputable online APA style guides.
3. Your personal statement should not exceed 10 double-spaced pages with 1-inch margins on all sides. Use a 12-point font size and number all pages.
4. Clearly number your responses to correspond with each question. For readability, please repeat the question before your answer (omitting the directional material).

### **Additional Tips:**

- **Proofread carefully:** Ensure your statement is free of errors and reflects your best writing.
- **Focus on your strengths:** Highlight your unique experiences, skills, and perspectives that make you a strong candidate for the MSW program.
- **Be authentic:** Let your passion for social work and commitment to social justice shine through.

## **PERSONAL STATEMENT QUESTIONS**

1. How has your interest in social work developed? How have significant life experiences, relationships, and work experiences influenced the development of your interest in social work?

2. What are your career goals and how do they fit with the School of Social Work's mission?
3. Discuss how your professional goals and your personal values align with the National Association of Social Workers' Code of Ethics (2021). To complete this question, you will need to read the NASW Code of Ethics: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
4. Social Work is a profession with an express commitment to honoring diversity. Please describe any experiences you have which have increased your personal understanding of diversity or have developed your capacity to work with diverse populations. Describe how issues of identity and diversity have impacted your personal and professional development over time and how you see them impacting your future work.
5. Two-year students in the MSW program take 15 credit hours each semester and three-year students take 9 credit hours each semester except for their last two semesters when they take 12 credit hours each. Both programs require four semesters of practicum in addition to coursework. Practicum experiences requires approximately 16 to 20 hours weekly in a practicum typically open during the day, Monday through Friday. Completion of the practicum typically requires full day time availability for two days during the workweek (often Tuesdays and Thursdays). Classes are typically held in the evenings or on days when students are not in their practicum. It is important to seriously consider how you will manage the time and workload requirements of an MSW program. **Question:** The MSW program is a significant commitment. While we support our students as they balance this commitment with other obligations in their lives, it is critical that students consider how they will do so prior to enrolling. Please consider how you will navigate responsibilities while completing the program. Describe your plan for successfully completing the expected class and practicum requirements in the MSW program.

\*Components of the application may be shared with faculty in order to advise students in developing their learning experience once students are admitted into the program.

## **ADDITIONAL ADVANCED STANDING MSW PROGRAM ADMISSION REQUIREMENTS**

The Advanced Standing program is for highly qualified applicants who have received their BSW degree within five years from the start of the Advanced Standing program. There are a limited number of Advanced Standing spaces within each program; spaces are competitive and the program has a summer start date. To be considered for admission, an applicant must meet the following criteria:

1. **Completed a Bachelor of Social Work Degree** from a program accredited by the Council on Social Work Education (CSWE) within **five (5) years** of your first semester of the Advanced Standing program.
2. **Provide a copy of the last Practicum final evaluation** with the application packet. (If you are in a program with a block practicum, a mid-term evaluation is acceptable)
3. **An overall cumulative GPA of at least 3.0 with a *minimum GPA of 3.5 in all required BSW coursework*.** There is no provisional admission to the Advanced Standing program based upon not meeting the GPA requirement.
4. **Basic Statistics or Research Methods Course Requirement:** Document on the MSW Application Form that you have taken a beginning statistics course at an accredited university (online or face-to-face). This requirement must be satisfied **prior** to the start of the MSW program. If you have not taken the course at the time of application, please provide your plan to take the course prior to the start of the program.
5. **Preferred Experience - Two years of experience in a Social Work-related setting is preferred for admission.** Experience may include employment, volunteer, or other service and leadership learning activities. Document this experience on the resume you submit.
6. Completion of all steps under “**Application Materials Required for the Advanced Standing MSW Program**”
7. **Complete the Case Study (See Case Study Guide below)**

### **CASE STUDY GUIDE**

As part of the application for admission to the Advanced Standing Program, the School of Social Work requires evidence that an applicant is prepared for entry into the MSW concentration-year. Your readiness for this is in part determined by your presentation of a brief case summary and a bio-psycho-social assessment. Your responses will be used in the screening process to evaluate your practice framework, your critical thinking skills, your writing skills, your role and identity as a professional social worker, and your ability to use a social work perspective for ethical practice across all levels. When reviewing your *Case Summary* and *Biopsychosocial Assessment*, we will evaluate your skills in assessment and determine if what you learned from your BSW program has prepared you to enter the MSW concentration year.

Because we are reviewing your work, it is necessary that your responses be written solely by you. Do not ask for assistance from others, including faculty members, friends, family members, co-workers, or other mentors. This analysis must be yours only.

Please keep in mind that your responses should be thorough but concise. You should include references to professional social work literature, including the NASW Code of Ethics. You may use textbooks, professional web sites, and journal articles. You must use APA Manuscript (7<sup>th</sup> ed.) guidelines for your references. Links to both APA and NASW are found in the directions for the Personal Statement.

\*Please note that fulfillment of these requirements does not guarantee admission as an advanced standing student. Available spaces are awarded on a competitive basis. For those who are not admitted as Advanced Standing, the committee will consider their application for admission to the full program.

### **Case Study Directions:**

The case study is broken down into two sections. The first section is the Brief Case Summary and the second is the Biopsychosocial Assessment. Combined together the length should not exceed 7 double-spaced pages. You are to use the same writing style requirements as outlined above for the Personal Statement. In particular, make sure that you use APA Style for references used in your paper. You are to develop each section based on a specific case with whom you worked during your BSW Practicum.

### **Brief Case Summary (2 pages):**

Imagine you have five (5) minutes to present this information about your case during a staff meeting. Address this information concisely:

1. Reason for social work presence;
2. Presenting concerns;
3. History of presenting problem;
4. Significant medical/psychiatric history;
5. Significant personal, familial and/or social history;
6. Summary of concerns/issues to be addressed.

### **Biopsychosocial Assessment (5 pages):**

Write a comprehensive biopsychosocial assessment of the case you summarized above. Be sure and include the following:

1. Identifying Information: Name (not the real name), age, referral source, brief overview of the presenting problem;
2. History of the Present Circumstances: The presenting problem, symptoms;
3. Client/Family Medical History: Injuries sustained, surgical operations, medical conditions, medications, medical treatment;
4. Client's Social History: Write an overview of the client's childhood, family structure, living situation, employment and employment history, educational history, hobbies, daily routine, religious or spiritual preferences, friends, past trauma, substance use, etc.
5. Formulation: A summary statement synthesizing the most important aspects of the case. Tells the client's story of his/her past and current problem(s).
  - a. Diagnostics: A mental status exam and DSM-V diagnosis (if needed)
  - b. Visual Presentation: An ecomap and/or genogram
  - c. Treatment plan that includes treatment goals and objectives
6. Briefly discuss an intervention strategy or modality that you would use in beginning to work with the client system.
7. Provide the evidence-base supporting the use of this approach(es) in working with the problem for work.

## **INTERNATIONAL STUDENT APPLICANTS**

First steps toward application to NMSU can be found here: <https://iss.nmsu.edu/index.html> at NMSU International Student & Scholar Services offices. A Certificate of Support (GS Form 00) and TOEFL (Test of English as a Foreign Language) score if the applicant is from a non-English-speaking university. Contact International Student & Scholar Services at [iss@nmsu.edu](mailto:iss@nmsu.edu) or (575) 646-2834. International Students are eligible to apply to the three-year program.

## **NEW MEXICO STATE UNIVERSITY FOREIGN TRANSCRIPT EVALUATION**

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees, and the translation of other relevant employment documents prior to being offered employment at New Mexico State University. A foreign transcript evaluation is required any time foreign course work is used to meet an employment related credential requirement. An evaluation is required even if the foreign course work has been accepted by a college or university in the United States. Foreign transcripts must be evaluated by one of the approved organizations listed below in order to be accepted by NMSU. It is the responsibility of the applicant to provide such evaluation upon request.

These organizations are private enterprises that charge a fee for their services. Individuals seeking a foreign transcript evaluation are responsible for the fees assessed and must follow the procedures outlined by the organization providing the evaluation.

In all instances, original, official documentation will be required when requesting the evaluation by the company.

## **INTERNATIONAL TRANSCRIPT EVALUATION REQUIREMENTS**

To ensure your academic credentials are fully understood by our admissions committee, we require specific documentation for applicants who have attended institutions outside the United States.

### **Requirement for All International Applicants**

**Credential Evaluation Services:** An in-depth evaluation of your international transcripts to determine course equivalency and overall academic standing is required.

- A certified English transcript evaluation **MUST** accompany all international transcripts not issued within the United States system. Transcript evaluations should be completed by a professional translation service or by a recognized credential

<https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html>

evaluation agency. A list of participating members can be found at <https://www.naces.org/members>.

**Submitting Your Transcripts:**

Please submit your official transcripts AND certified transcript evaluations and upload the documents within your application.

**Important Notes:**

- The evaluation process can take several weeks, so please plan accordingly.
- If you have any questions regarding international transcript requirements, please contact our Student Program Coordinator, Maribel Lopez, at [mkeeper@nmsu.edu](mailto:mkeeper@nmsu.edu).
- International students will be admitted to the Main Campus-3 year program.

We appreciate your cooperation in providing these materials, which are essential for a thorough review of your application.

**Agencies approved by the Commission for Foreign Transcription Evaluation**

<p>Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53203-3470 Phone: 414/289-3400 Fax: 414/289-3411 E-mail: <a href="mailto:EVAL@ece.org">mailto:EVAL@ece.org</a> Web Site: <a href="http://www.ece.org">http://www.ece.org</a></p>	<p>International Education Research Foundation, Inc. Credentials Evaluation Service P.O. Box 66940 Los Angeles, CA 90066 Phone: 310/390-6276 Fax: 310/397-7686 E-mail: <a href="mailto:info@ierf.org">info@ierf.org</a> Web Site: <a href="http://www.ierf.org">http://www.ierf.org</a></p>
<p>Educational Records Evaluation Service 601 University Avenue, Suite 127 Sacramento, CA 95825-6738 Phone: 916-921-0790 Fax: 916-921-0793 E-mail: <a href="mailto:edu@eres.com">edu@eres.com</a> Website: <a href="http://www.eres.com/">http://www.eres.com/</a></p>	<p>World Education Services Application for Evaluation of Foreign Educational Credentials Bowling Green Station P.O. Box 5087 New York, NY 10274-5087 Phone: 212-966-6311 Fax: 212-739-6100 E-mail: <a href="mailto:INFO@wes.org">INFO@wes.org</a> Web Site: <a href="http://www.wes.org">http://www.wes.org</a> (Note: WES is not authorized to evaluate coursework from Spain)</p>



Institute for International Credentials Evaluations at  
California State University, Fresno  
5150 North Maple  
Avenue, M/S 56 Joyal  
Administration, Room  
211 California State  
University, Fresno  
Fresno, CA 93740-  
8026  
(559) 278-7622  
Fax: (559) 278-7879  
E-mail: <mailto:iiccsufresno@cviQ.net>

## **GRADUATE ASSISTANTSHIPS**

There are a limited number of Graduate Assistantships available through the School of Social Work. Graduate Assistantship information, application form, and reference forms can be found at the bottom of this page: <https://socialwork.nmsu.edu/academic-programs/graduate-students/msw-apply.html>

## **APPLICATION TIMELINE**

- Priority Deadline: January 15, 2025
- Final Deadline: March 15, 2025\*

\*Applications received after the final deadline will be reviewed on a rolling basis only as space allows. To ensure consideration, please submit your application prior to the priority deadline.

Please ensure that all your materials for both the Graduate School and School of Social Work (including letters of reference) have been submitted upon completion of your application. Incomplete applications will not be considered.