

Applicants create an account in the Social Work Centralized Application Service (SocialWorkCAS) online portal and follow the six-step process outlined below to submit applications within the system.

## **STEP 1: Create a SocialWorkCAS account.**

Prospective students start by creating an account using the online application portal.

## **STEP 2: Designate programs of interest.**

Applicants must select—or *designate*—at least one program of interest before moving on to the next step.

## **STEP 3: Request transcripts.**

After creating an account and designating programs of interest, applicants must request the registrar at each school he or she attended to send transcripts for **ALL** college-level coursework directly to SocialWorkCAS:

SocialWorkCAS Transcript Processing Center  
P.O. Box 9212  
Watertown, MA 02471

## **STEP 4: Complete the four quadrants of the SocialWorkCAS application—Personal Information, Academic History, Supporting Information, and Program Materials.**

*Personal Information*, *Academic History*, and *Supporting Information* are the core sections and need to be completed only once. This information will be shared with all designated schools.

Students enter transcript information in the *Academic History* section. This allows SocialWorkCAS services to verify applicant information and accurately calculate GPAs for programs.

Applicants request three reference (or evaluation) letters in the *Supporting Information* section.

*Program Materials* content is specific information each program collects from applicants (essays, questions, reference requirements, etc.). If a program requires a reference letter from a certain type of individual, for example, that requirement is stated in the *Program Materials* section.

## **STEP 5: Submit the application.**

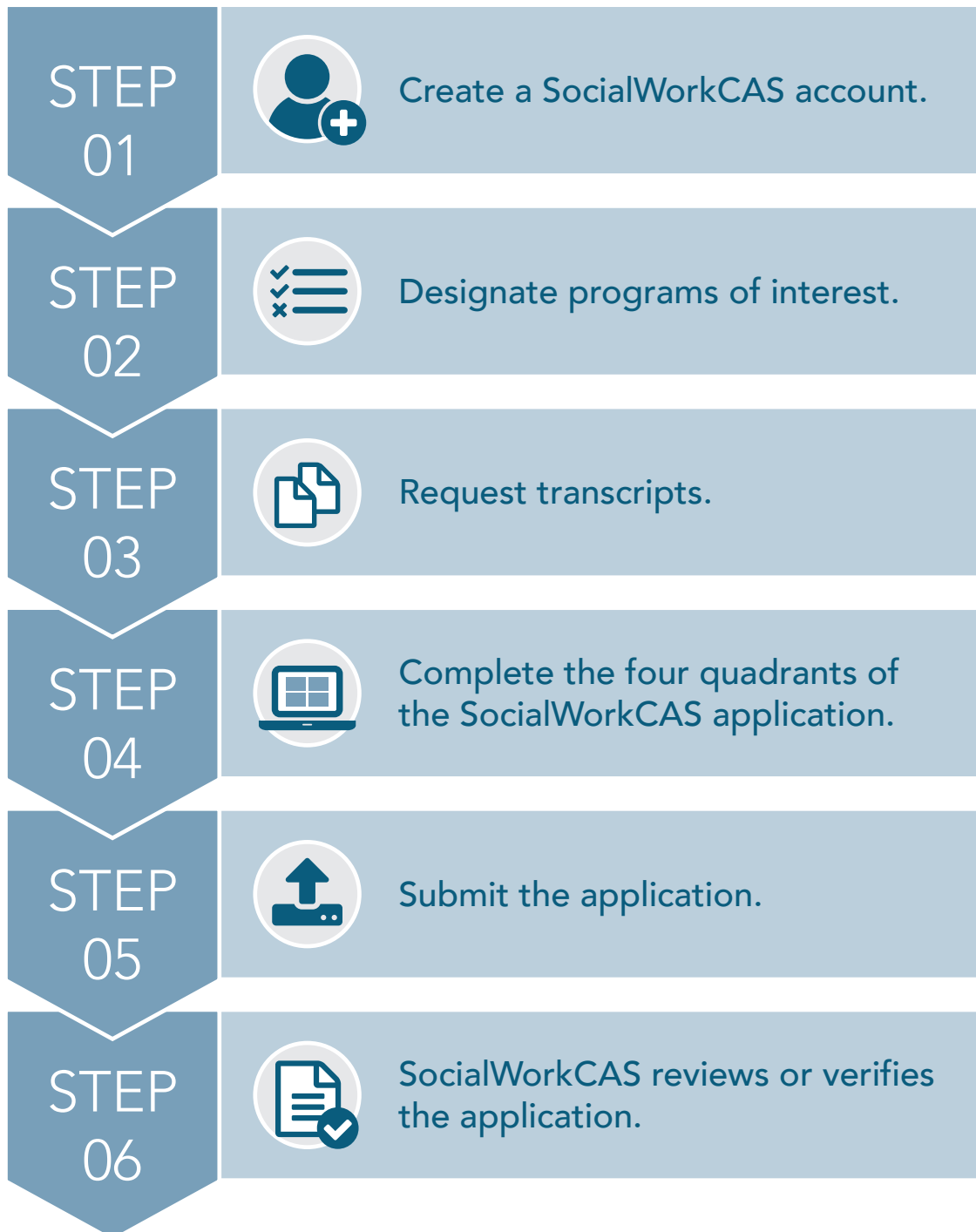
As noted above, an applicant must request three reference letters and complete the three core application quadrants and the Program Materials section for at least one school to submit an application. Applicants pay application fees for each selected program or obtain an application fee waiver if eligible. Reference letters and transcripts do not need to be received by SocialWorkCAS for an applicant to submit his or her application—only requested.

## **STEP 6: SocialWorkCAS reviews or verifies the application.**

Required documents, including all college-level transcripts and two letters of reference, must be received by SocialWorkCAS before the application can be verified. The application will remain on hold until all required documents are received.

After the required materials have been received by SocialWorkCAS, the application is verified to ensure coursework entered by the applicant matches the official transcript. The verification process may take up to 4 weeks to complete before the application is released to designated programs.

# The Six-Step SocialWorkCAS Application Process



Questions about your application or any of the application steps? Please contact SocialWorkCAS Customer Service at (857)-304-2016 or [SocialWorkCAS@liaisonedu.com](mailto:SocialWorkCAS@liaisonedu.com).