

Before starting your application in SocialWorkCAS, please review the following recommendations and instructions:

## **STEP 1: Identify participating schools.**

View the *Participating Schools* tab for a full list of schools participating in SocialWorkCAS. Keep in mind that not all social work programs are participating in the CAS.

## **STEP 2: Research individual school requirements.**

Check the individual website for each social work program that you are interested in applying to for program-specific requirements and information.

## **STEP 3: Contact potential references.**

Contact three or more individuals (e.g., professor, field instructor, recent supervisor) prior to starting the application process and ask whether they are willing to submit reference letters for you.

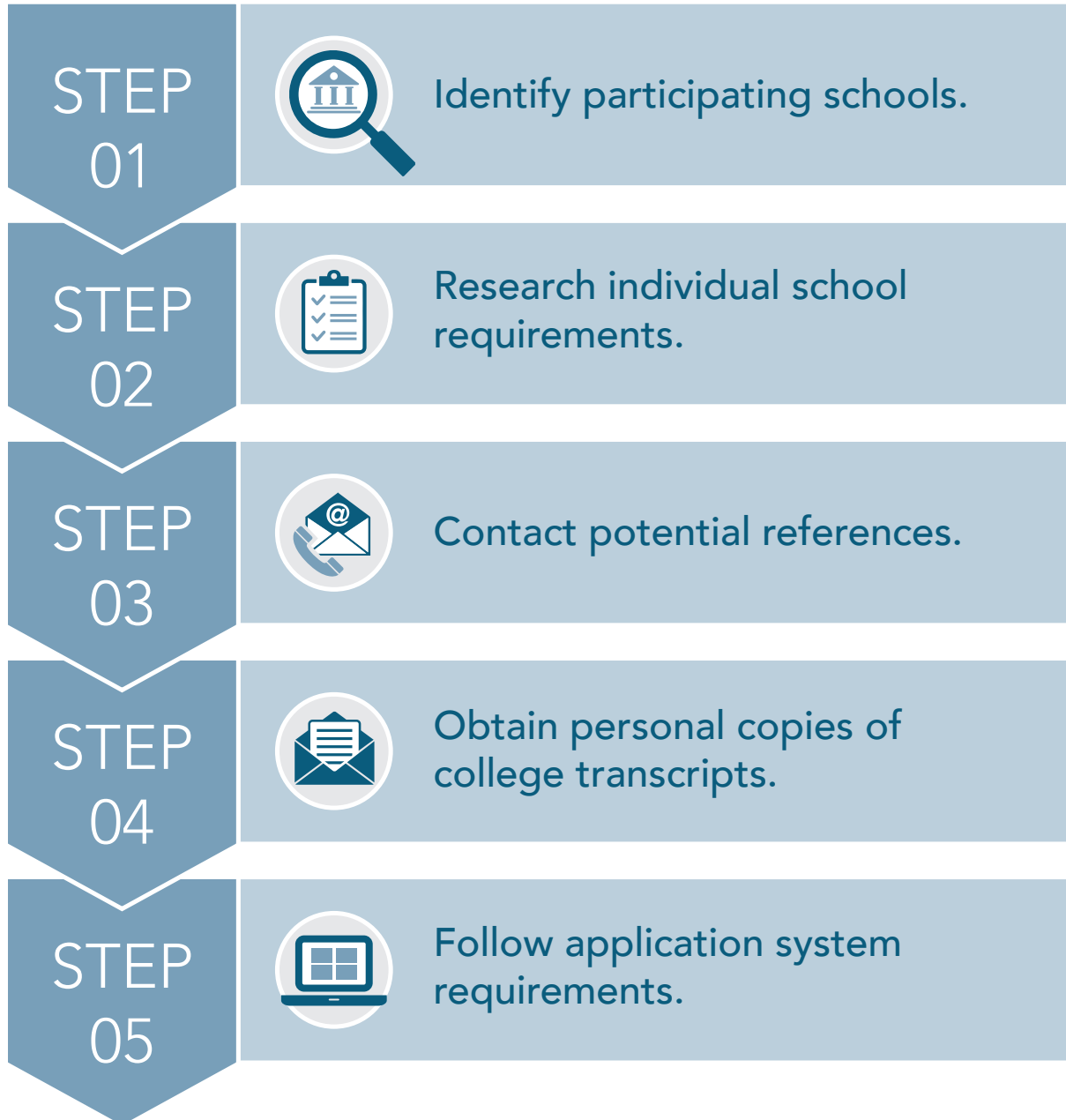
## **STEP 4: Obtain personal copies of college transcripts.**

Collect personal copies of each of your college transcripts to assist you in entering coursework in the Transcript Entry section of the application.

## **STEP 5: Follow application system requirements.**

When applying through SocialWorkCAS, the preferred browsers are Google Chrome or Firefox. Check your e-mail for important messages from SocialWorkCAS. Turn off your e-mail's spam/junk filters for the duration of the application cycle to avoid missing communications. If you can't do this, add [SocialWorkCAS@liaisoncas.com](mailto:SocialWorkCAS@liaisoncas.com) and @sendgrid.me domain to your allowed e-mail address list.

**We encourage you to submit your application and all your required materials at least 4 weeks prior to the deadline of your designated program(s). All deadlines are 11:59 pm EASTERN TIME on the date listed.**



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