

**University at Albany
State University of New York
School of Social Welfare**

ARE YOU READY FOR A MAJOR IN SOCIAL WORK/SOCIAL WELFARE???

Before filling the attached application to the undergraduate social welfare major at the University at Albany, please take some time to consider your current readiness to undertake education and training to become a social work professional; **these questions are meant to help you decide about applying for the major and are not meant to be answered in writing in the personal statement.**

The social work program is demanding and requires considerable time and attention. In addition, functioning as a social worker requires a capacity to put one's own issues aside in order to be helpful to clients, so **consider these questions carefully before you complete the application.**

- If you are **working full-time**, will you be able to **attend classes 2 mornings per week for 2 years** and be available to **attend a 2 day, 16 hour per week field internship in the senior year?**
- What **supports** are available to you for **assistance with family or personal issues** if the need arises? What do you **need to put in place** before becoming a student so that **you or others who depend on you will still be able to function** once you are involved with the program?
- Are you dealing with **significant personal issues** that would make you unable to function effectively in the social welfare major? Might your situation **be made worse** by the physical, financial or emotional stresses of being a social work student?

Please remember that the above questions are for **your personal reflection only.**

**INSTRUCTIONS FOR COMPLETING AND FILING THE APPLICATION TO
UNIVERSITY AT ALBANY, SOCIAL WELFARE MAJOR (BS in Social Welfare)**

SELF MANAGED APPLICATION

To be considered for acceptance into the undergraduate major in the B.S. degree program offered by the School of Social Welfare, you must send a completed **Application for Social Welfare Major (including the application checklist), a personal statement, and two references**. If you are **not currently enrolled at the University at Albany**, you must also **complete Parts I & II of the Application to the University for Admission to Undergraduate Study** which can be obtained at the University of Albany web site (www.albany.edu/admissions) and from the admissions office.

Application Deadline for Social Welfare Major (BS in Social Welfare):

MARCH 15.

Applications received after this date will be considered only if space is available.

Mail Social Work Undergraduate Application to:

Chairperson, Undergraduate Social Welfare Program
School of Social Welfare, University at Albany
135 Western Avenue, Albany, New York 12222

A self managed application means that **applicants take responsibility for submitting all requested materials together**. Therefore it is necessary for you to assemble all of the materials for the application and send them, in one package. Incomplete application packets will not be considered for admission. Please read the following section about required materials carefully. While all applicants must submit the same materials, **there is a difference in the procedures for transfer and for University at Albany students**. Pay close attention to the instructions that apply to you. A checklist is included to help you assemble the packet.

If you were **formerly a student at the University at Albany and are applying for readmission** to the University, you must contact the Office of Undergraduate Studies, Withdrawals and Reentries, LC30, 1400 Washington Avenue, Albany, New York 12222. **Do not complete the self-managed application until requested to do so.**

**University at Albany
State University of New York
School of Social Welfare**

The following items are necessary to apply for the Social Welfare major at the University at Albany. Please use the checklist that applies to your situation. **Include the checklist with your application.**

Transfer Students Application Procedures:

**Applicants from Colleges or Universities Other than
The University at Albany**

Transfer students **must** complete and application to the University and a **separate** application to the school of social welfare.

Admission Application to the University:

Part I: Completion of Part I of the University at Albany application is the first step; it can be obtained at the University at Albany web site (www.albany.edu/admissions) and is then sent to State University of New York Application Processing Center).

Part II: Mail Part II of the application packet to:

Undergraduate Admissions Office, University at Albany,
Administration 101
1400 Washington Avenue,
Albany, New York 12222

Application to the School of Social Welfare

1. _____ Part I, Application for Admission to Undergraduate Study at the University at Albany
2. _____ Part II, Application for Admission to Undergraduate Study at the University at Albany
3. _____ Application for Admission to the Social Welfare Program (complete all 3 pages marked as ***Social Work Undergraduate Application.***)
4. _____ Reference Forms (2, in sealed envelopes, unopened by applicant)
5. _____ Personal Essay (no more than 3 typed, double spaced pages)
6. _____ Transcripts from all colleges or universities attended (in sealed envelopes, unopened by applicants; exception: if a school insists that transcripts are to be sent directly to the college, have them sent to the Undergraduate Admissions Office and list the schools attended and dates attended below)

NOTE: Applications from transfer students will not be considered by the School of Social Welfare until the Application for Undergraduate Study has been cleared by the Office of Undergraduate Admissions, University at Albany.

Currently Enrolled University at Albany Students Application Procedures:

University at Albany Undergraduates

1. _____ Application for Admission to the Social Welfare Program
2. _____ Reference Forms (2, in sealed envelopes, unopened by applicant)
3. _____ Personal Essay (no more than 3 typed, double spaced pages)

NOTE: The School will obtain your transcripts from the Office of the Registrar.

**UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK
SCHOOL OF SOCIAL WELFARE**

**APPLICATION FOR ADMISSION TO
THE SOCIAL WELFARE MAJOR (BS in Social Welfare)**

The application must be typed or printed.

GENERAL INFORMATION

(Please type or print)

Date _____

Name: _____

Date of Birth: _____

Local
Address: _____

_____ Phone Number: _____

E-mail
Address: _____

Permanent
Address: _____

_____ Phone Number: _____

Present College _____

College Advisor: _____ Major: _____

CURRENT COURSE ENROLLMENT: Please list all courses in which you are currently enrolled:

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credits</i>
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Have you ever been convicted of a felony? ____yes ____no

SOCIAL WELFARE/HUMAN SERVICES EXPERIENCE:

Please list all experience, voluntary or paid, that relates to the field of social welfare or human services. Include a description of your responsibilities. (Add additional pages if necessary.)

1. Organization: _____
Your position: _____
Dates of your experience with this organization: _____
Number of hours per week: _____ Responsibilities: _____

2. Organization: _____
Your position: _____
Dates of your experience with this organization: _____
Number of hours per week: _____ Responsibilities: _____

3. Organization: _____
Your position: _____
Dates of your experience with this organization: _____
Number of hours per week: _____ Responsibilities: _____

ADDITIONAL INFORMATION:

If there is any additional information about yourself that you would like the Admissions Committee to consider, please specify in the space below. (Additional pages may be added if necessary.)

If you wish to identify yourself as a member of an ethnic/racial group, please complete the following. This information is requested for recruitment and statistical purposes only.

_____ White, non-Hispanic	_____ Asian or Pacific Islander
_____ Black, non-Hispanic	_____ American Indian or Native Alaskan
_____ Hispanic	_____ Other _____

All applicants are considered for admission without regard to age, color, creed, disability, national origin, sex or sexual orientation.

I certify that the information provided in this application is true and complete to the best of my knowledge. (*Signature Required*)

Signature of Applicant: _____ **Date:** _____

References

Reference forms should be completed by two individuals who can provide the reviewers with information about your qualifications and preparedness to become a professional social worker. One reference should know your work in the human services field and one should know your academic work. If you do not have either work or volunteer experience in human services, you should use two academic references. **Prior to giving the Letter of Reference form to the persons who will serve as a reference, complete the top portion and check whether you waive the right to read the reference or not.**

The completed form should be returned to you for inclusion in your application packet. If you waived your right to read the reference, the reference must seal the envelope and sign across the seal. If you have not waived your right, simply place the envelope in your packet.

Personal Essay

Please compose a personal essay that answers the following questions:

Please limit your statement to 3 double spaced pages and attach them to your application.

- Why are you interested in social work as a career? Please include information about life circumstances that have influenced your choice of career.
- Briefly discuss work or volunteer experiences in which you helped others; what did those experiences teach you about your potential to become an effective social worker?
- Use examples of some of the successes you have achieved in school, work *or* in your personal life and describe some of the challenges you have confronted. Discuss how you have dealt with these and how they have prepared you for social work.
- What are your career goals? Are there specific social problems in our society that you are particularly concerned about addressing as a social worker?

**UNIVERSITY AT ALBANY,
SCHOOL OF SOCIAL WELFARE
UNDERGRADUATE PROGRAM (BS in Social Welfare)**

LETTER OF REFERENCE

TO BE COMPLETED BY THE APPLICANT

Name of applicant: _____

Name of reference person: _____

I, _____, do do not waive my right of access to this reference.
(Signature of Applicant) (Check One)

TO BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE

Capacity in which the applicant is known to you: _____

How well do you know the applicant? (Please circle)

Slightly

Moderately Well

Very Well

Please evaluate the applicant in the following areas:

	Poor	Fair	Good	Excellent	Not able to Judge
Interpersonal skills	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Interest in social welfare	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Intellectual abilities	_____	_____	_____	_____	_____
Overall adjustment	_____	_____	_____	_____	_____

In the space below or in a separate letter, please provide any other information pertaining to the applicant's readiness to pursue professional social work education. Separate letter preferred.

Signature of reference person: _____ Date _____

Organization: _____ Position: _____ Telephone: _____

Please place the completed form (and any additional letter of reference) in a sealed envelope and sign across the seal. Give the sealed and signed envelope to the applicant to be submitted with the application.

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Maturity	_____	_____	_____	_____	_____
Interest in social welfare	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Intellectual abilities	_____	_____	_____	_____	_____
Overall adjustment	_____	_____	_____	_____	_____

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