

**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**.

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

**Checklist for Applicants to the Social Welfare Major, Baccalaureate Program**

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.

**Transfer Students/Applicants from Colleges or Universities Other Than the University at Albany**

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
  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)
- \_\_\_\_\_
- \_\_\_\_\_

**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](http://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

**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.**

Check with your advisor at the college or university you are currently attending for any special procedures for submitting the application that may have been arranged with the University.

**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 transcripts from the Office of the Registrar.

**Mail application packet to:** Chairperson, Undergraduate Social Welfare Program  
School of Social Welfare, University at Albany  
135 Western Avenue, Albany, New York 12222

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

# 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, a personal statement, two references, and a transcript from each college or university** that you have attended. 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](http://www.albany.edu/admissions)) and from the admissions office.

Applications from transfer admissions 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.

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.**

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 are not a student at University at Albany, check with your advisor at the college or university you are currently attending for any special procedures for submitting the application that may have been arranged with the University.

## Instructions for Application to the Social Welfare Major

The application must be typed or printed.

**Transcripts:** The School requires transcripts from each of the colleges or universities that you have attended. To obtain transcripts, contact the Office of the Registrar at each of the colleges or universities that you have attended to learn the appropriate way to request a transcript from them. Some schools may have a form; others may take requests over the telephone. There may be a small fee. Ask that they send the transcript in a sealed envelope, with a signature across the seal, directly to you. Do not open the envelope. If the school will not send the transcripts to you, then request that they be sent to the University at Albany at the following address:

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

**If you are currently enrolled in University at Albany,** you do not need to send your transcripts with your application. The School will obtain your transcripts directly from the Registrar's office.

**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:** Your personal essay should provide us with information about your understanding of the field of Social Welfare and your related experiences. Your essay should be no more than three typed double-spaced pages. It also serves as a writing sample.

**Checklist for Application to Admission to Social Welfare Major (BS in Social Welfare):** Complete the checklist as you assemble the different materials to be submitted with your application. It will help you to keep track of the status of your application. Include the checklist in the application packet.

**Reminder: 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](http://www.albany.edu/admissions)) and is then sent to State University of New York Application Processing Center.**

**Transfer applicants:** send Social Welfare Application, transcripts, two references, personal essay, and Part II of the Application for Undergraduate Study to:

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

**Undergraduate students already enrolled at the University at Albany:** send the completed application, two references and your personal essay to:

Director, Undergraduate Social Welfare Program (BS in Social Welfare),  
School of Social Welfare, University at Albany  
135 Western Avenue, Albany, NY 12222

**Application Deadline for Social Welfare Major (BS in Social Welfare): Students should apply by April 14th. All other applications will be considered only if space is available.**

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

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

**GENERAL INFORMATION**

(Please type or print)

Date \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Personal Essay

## Questions for Applicants:

**Note: Please type your answers to these questions on separate sheets and attach them to your application. Limit your statement to 3 pages double spaced**

- 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?

## OPTIONAL 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.

Have you ever been convicted of a felony? \_\_\_\_yes \_\_\_\_no

I certify that the information provided in this application is true and complete to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

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

**LETTER OF REFERENCE**

**TO BE COMPLETED BY THE APPLICANT**

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(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:

						Not able
to	Poor	Fair	Good	Excellent	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.**