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

Before filling the attached application to the baccalaureate social welfare major at the University at Albany, please take some time to consider how ready you are to pursue an education 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.

- Will you be able to attend classes on a full-time basis 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 baccalaureate major in the B.S. degree program offered by the School of Social Welfare, you must complete this Application for Social Welfare Major (including the application checklist and all supporting documentation) and send it to the appropriate address below based on your status (current UAlbany student or transfer student).

If you are not currently enrolled at the University at Albany, you must also complete the University for Admission to Undergraduate Study application which can be obtained at the University of Albany web site (www.albany.edu/admissions) and from the admissions office.


MARCH 15

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

UAlbany Students
Mail Social Work Baccalaureate Application to:
Baccalaureate Social Welfare Program
BS SW Application
School of Social Welfare, University at Albany
135 Western Avenue, Albany, NY 12222

Transfer Students
Mail Social Work Baccalaureate Application to:
Undergraduate Admissions Office, University at Albany,
University Hall 112
1400 Washington Avenue,
Albany, NY 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.

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 Education, Withdrawals and Reentries, LC30, 1400 Washington Avenue, Albany, NY 12222, phone: 518-442-3950. Do not complete the self-managed application until requested to do so.
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 an application to the University ([www.albany.edu/admissions](http://www.albany.edu/admissions)) as well as this application to the School of Social Welfare.

**School of Social Welfare Application with supporting document which can be mailed to:**

Undergraduate Admissions Office, University at Albany
Administration 101
1400 Washington Avenue,
Albany, NY 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. ____ 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)
4. ____ Application for Admission to the Social Welfare Program (this packet)
5. ____ Reference Forms (two (2) total, in sealed envelopes, unopened by applicant). At least one reference should be academic; the additional reference should not be provided by family members or friends.
6. ____ Personal Essay (no more than 3 typed, double spaced pages)
7. ____ Resume

**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 (this packet)
2. ____ Reference Forms (two (2) total, in sealed envelopes, unopened by applicant). At least one reference should be academic; the additional reference should not be provided by family members or friends.
3. ____ Personal Essay (no more than 3 typed, double spaced pages)
4. ____ Resume

**NOTE:** The School will obtain your transcripts from the DARS system.
APPLICATION FOR ADMISSION TO 
THE SOCIAL WELFARE MAJOR (BS in Social Welfare)

Name: ___________________________ Date: __________________

Date of Birth: ____________________ UAlbany ID (if applicable): ________________

Local Address: _______________________

Permanent Address: ___________________

Home Phone: ____________________ Primary E-mail: ____________________

Cell Phone: ____________________ Secondary E-mail: ____________________

Are you currently enrolled in college? _____ yes _____ no

Most Recent College: _______________________

Overall GPA: ____________________ Major: _______________________

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: ____________________________

Paid Employment  Internship  Volunteer

Dates of your experience with this organization: ____________________________

Number of hours per week: __________

Responsibilities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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<th>Organization:</th>
<th>Your Position:</th>
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<tbody>
<tr>
<td>Paid Employment</td>
<td>Internship</td>
</tr>
<tr>
<td>Dates of your experience with this organization:</td>
<td>Number of hours per week:</td>
</tr>
</tbody>
</table>

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 academic work and one should know your work in the human services field. **If you do not have either work or volunteer experience in human services, you should use two academic references.** The individuals who provide the references should not be immediate family members or friends.

Prior to giving the Letter of Reference form to the individuals who will serve as references, 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 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?

*Please save a copy of your completed application and its accompanying materials for your personal records.*
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? Slightly                 Moderately Well          Very Well

Please evaluate the applicant in the following areas:

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<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>Not Able to Judge</th>
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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: ___________________________________ Date ______________

Organization: ___________________________ Position: ___________________________
Telephone: ___________________________ Email: ___________________________

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.
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?  Slightly  Moderately Well  Very Well

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