

University at Albany, SUNY
SCHOOL OF SOCIAL WELFARE
Office of Field Education

MSW FIELD VERIFICATION LETTER

I HAVE COMPLETED MY PRE-PLACEMENT VISIT TO THE AGENCY BELOW ON THE DATE NOTED. I ACCEPT THIS ASSIGNMENT AS MY FIELD PLACEMENT. **I UNDERSTAND THAT THIS COMMITMENT IS FINAL.**

I UNDERSTAND THAT I AM EXPECTED TO REPORT TO FIELD ON THE DATE PROVIDED ON THE FIELD CALENDAR UNLESS OTHERWISE ARRANGED WITH MY INSTRUCTOR. I HAVE MADE ARRANGEMENTS TO TAKE A PHYSICAL EXAMINATION AND PROVIDE THE AGENCY WITH ALL NECESSARY INFORMATION REQUIRED TO BEGIN PLACEMENT.

DATE OF VISIT: _____

AGENCY: _____

INSTRUCTOR=S NAME: _____
(Please Print)

INSTRUCTOR COMPLETED TRAINING SEMINAR: YES [] NO []

INSTRUCTOR=S SIGNATURE: _____

STUDENT=S NAME: _____
(Please Print)

STUDENT=S SIGNATURE: _____

Please return this form to:

**BONITA M. SANCHEZ, LMSW
ASST. DEAN & DIRECTOR OF FIELD EDUCATION
SCHOOL OF SOCIAL WELFARE, RI-116
UNIVERSITY AT ALBANY, SUNY
135 WESTERN AVENUE
ALBANY, NY 12222**

FAX # (518) 442-5380

I understand that by turning in late paperwork (field letter of intent, verification letter, closure contact form, etc) will result in a wait list status or restricted registration for field this year.

Due in Field Ed. Office by: No later than May 1, 2008