**BSW Application Instructions**

Please read and complete the BSW application, as follows:

1. Read through the two-page BSW Application.
2. Make sure that you meet the Admissions Criteria.

**Note:** You may complete the required (general education, foundation, introductory social work) courses by the end of the spring and/or summer semester in which you intend to apply. Be sure to list all courses that you are currently in (spring semester) or that you plan to enroll in (summer semester), at the bottom of page one. Be sure to indicate the semester in which each course will be completed, as well as the current grade in the course (as of submission deadline), if applicable.

1. When calculating your overall GPA, use the overall GPA from the last semester completed, which should be listed on your transcripts (for most of you, this would be fall semester).
2. When calculating your Social Work GPA, only include Social Work (SOWK) classes completed. If you are currently enrolled in any Social Work courses (spring semester), list the current grade you have in each class.

**Note:** Instructions for calculating your Social Work GPA are located on the Application form.

1. Essay instructions are included on the Application form. Please read and follow those instructions!

**Note:** You will be scored on both the content of your answers, as well as your writing skills. Be sure to have someone else proofread your essay, so that you don’t lose easy points for spelling and grammar.

1. Be sure to sign and date the application before submitting.

**The application packet submission deadline is the last FRIDAY in FEBRUARY**. Application packets need to be submitted hard copy (printed out), with all required attachments, to Dr. Michelle Sunkel, 222B Houston Hall. If Dr. Sunkel is not in her office, you may slide the application packet under her door or place it in her office mailbox.

We plan to interview all BSW applicants during the first two weeks of March. All BSW applicants will be notified in writing if they have been accepted or not accepted, into the BSW program by the end of March. Be sure to provide the address you wish this letter to be sent to on your Application form.