



# How to Apply

*to the BSW program in Social Work*

We appreciate your interest in our Bachelor of Social Work (BSW) program. After reading the enclosed information, we hope that you will be as excited about our program as we are. It is our desire that the application process be a welcoming and smooth process for you. You can help us by reading all materials carefully, providing clear documentation and adhering to deadlines. In turn, we will seek to help you by responding to your questions.

It is the responsibility of the applicant to make sure that all application materials are enclosed in one envelope, and that transcripts are sent from all universities attended. Unfortunately, due to the volume of applicants, we cannot review your file unless all items are received. If you have questions or need to check with our office about the status your file, please call us at (573) 882-6206. Other questions may be directed to our Student Services Coordinator, Tammy Freelin, at [freelint@missouri.edu](mailto:freelint@missouri.edu). Thank you for your interest in our program!

<b>Application deadlines</b>		
<i>If any deadline falls on a weekend or MU holiday, the deadline will be the first business day thereafter.</i>	Students are encouraged to obtain applications <b>no later than January</b> of the calendar year in which they wish to be considered for fall semester admission.	<b>Regular admission: February 15 by 4:00</b>  <b>Late admission: May 15 by 4:00</b>

# *Application checklists and instructions*

<http://ssw.missouri.edu>

Submit the following items directly to the School of Social Work.

## 1. **School of Social Work BSW**

**Application:** The application must be typed. Complete each item of the application. Type N/A (not applicable) in spaces that do not apply to you.

2. **Personal Statement:** Complete your personal statement by responding to the questions provided. The personal statement questions are located by following this link (<http://ssw.missouri.edu/docs/bswstateme nt.pdf>). Please include your typed personal statement in a large envelope along with your other completed application documents.

3. **References:** Choose three people who have recent knowledge of your qualifications. The admissions committee is interested in references from individuals who can speak to your academic abilities and your abilities to work with people. We suggest at least one academic reference (professor, instructor, advisor) and at least one reference who has supervised you working with people (work supervisor, volunteer supervisor, etc.). References may not come from relatives. Before sending forms to references, read and fill in the top of each reference form.

Give each reference a form and a self-addressed stamped envelope. (Place a stamp on the envelope, if it is to be returned to you by mail) Request references to enclose the completed reference in the envelope, seal it, sign across the seal, and mail the envelope to you. **DO NOT BREAK THE SEAL.** Reference envelopes that have been opened will not be accepted. After receiving all reference statements, place the unopened references in a large envelope along with your other completed application documents.

Reference forms can be found at

<http://ssw.missouri.edu/docs/bswreference .pdf>

4. **Transcripts:** Current MU students should submit an unofficial transcript (available from MyZou). Non-MU students should request an official transcript from each university and college attended, to be sent directly to the School of Social Work.

4. **MAIL or hand-deliver** your completed application packet to:

Undergraduate Admissions  
MU School of Social Work  
724 Clark Hall  
Columbia, MO 65211

5. **Deadline:** All application documents are due (i.e., your application packet and transcript(s):

### **Regular Admission Deadline**

February 15 (or first business day thereafter, if February 15 is a weekend or University holiday) at 4:00 p.m. Applications meeting the February 15 deadline are given priority consideration.

### **Late Admission Deadline**

May 15 (or first business day thereafter, if May 15 is a weekend or University holiday) at 4:00 p.m.

Applications submitted after the February 15 deadline and before the May 15 deadline are considered for unclaimed slots on a first-come, first-served basis.



Complete items A-D and attach a current resume.

**EDUCATION**

A. **Academic History:** In order of attendance, list all colleges and universities you have attended, starting with your last program and including the one in which you are currently enrolled. (Arrange to have official transcripts sent from each school attended. Your application will be processed only after they are received.)

<b>Institution</b> - include city and state	<b>Dates of attendance</b> <i>(Mo/Yr to Mo/Yr)</i>	<b>Degree</b>	<b>Major</b>	<b>Date received or expected</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**AWARDS**

B. List all awards (professional or academic), if any, that you have received.

**Award date received or expected**

_____
_____
_____

**VOLUNTEER ACTIVITIES**

C. List any volunteer (college, community, service learning or professional) activities you have participated in within the past five years.

<b>Organization</b>	<b>Positions, duties, etc.</b>	<b>Dates</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT**

D. List all paid employment (including military, VISTA, etc.), starting with your present position.

<b>Organization</b>	<b>Positions, duties, etc.</b>	<b>Dates</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES**

List the names of people from whom you have requested references.

<b>Name of reference</b>	<b>Position/relationship</b>	<b>Address</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the answers and statements contained in this application are true to the best of my knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

