Instructions for BSW Program Application

1. The BSW Program Application is filled out during the semester you are taking or have completed SWK 250 and 275.

2. Application period opens February 8, 2019. Completed applications are DUE BY:

   **Tuesday, April 16, 2018**. Submit to the Social Work office by 5pm on date listed above.

3. Type the information on the application and print. Staple the typed narrative to the application; sign & date both the application and typed narrative.

4. Request three (3) professional references - these can be employers, supervisors, or faculty from other educational programs. Complete the top portion of each reference form and provide a stamped, addressed envelope if your reference wishes to return it by mail.

   **DO NOT use personal references - NO family or friends.**

5. Code of Conduct must be in file signed and dated. Provide current transcripts/degree works printout and complete COEHS advisement guide.

6. A **complete admissions packet** includes:
   - Signed/dated Typed BSW Application,
   - Signed/dated Typed Narrative,
   - Three (3) Professional Letters of Reference,
   - Signed/dated Code of Conduct,
   - Transcripts or Current DegreeWorks print out
   - And Completed COEHS Advisement Guide.
   - Passport style photo

   **Paper-clip all documents to your application. DO NOT put in a folder, binder, or any other type of enclosure.** (All forms are available on the Social Work Website*).

   If you have any questions, please contact: Lyndsey Norris
   Email: Lyndsey.Norris@tamuc.edu

   *SWK Website link:

RETURN COMPLETED APPLICATION PACKET TO:

   **Texas A&M University-Commerce**
   **School of Social Work – BSW**
   **P.O. Box 3011, SWK H311, Commerce, TX 75429**

   If hand delivered - School of Social Work Henderson 311