

Instructions for BSW Admissions Application

1. The BSW Program Application is filled out during enrolled semester or once pre-requisite courses SWK 2361, SWK 2362 and 2389 are completed.
2. BSW Application period opens Monday, March 2, 2020.
3. **Completed** BSW applications are due to the Social Work office: **Friday, April 17, 2020**
4. **Type** the information on the application and print. Staple the **typed** narrative to the application; sign & date both the application **and** narrative.
5. Request three (3) professional references - these can be **employers, supervisors, or faculty from other educational programs**. Complete the top portion of each reference form. References must be provided to Social Work office directly by the person completing form either by email or mail.

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

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

7. A **complete admissions packet** includes:

- **Typed** BSW Application signed/dated,
- **Typed** Narrative signed/dated,
- Three (3) Professional Letters of Reference,
- Code of Conduct signed/dated,
- Transcripts or Current DegreeWorks printout,
- Completed COEHS Degree Plan,
- Passport style like photo.

Please binder clip all documents to your application. DO NOT put application and/or documents in a folder, binder, or any other type of enclosure.

All forms are available on the Social Work Website at www.tamuc.edu/SocialWork

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

Should you have any questions or need assistance please email:

Rebecca Judd, Department Chair at Rebecca.Judd@tamuc.edu
Janis Cirkles, Admissions Coordinator at Janis.Cirkles@tamuc.edu