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.


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 print out,
   - 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](http://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