



TEXAS A&M UNIVERSITY

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COMMERCE

**Instructions to  
complete the  
BSW**

**SCHOOL  
OF  
SOCIAL WORK** **Application for  
Admission**

# Instructions

The BSW Application period opens on **March 1st**. For application deadline and further details, kindly contact [BSWAdmissions@tamuc.edu](mailto:BSWAdmissions@tamuc.edu). Please read the instructions carefully before completing the application at [BSW PROGRAM APPLICATION](#). This digital form has four labeled tabs:

- Application for Admission
- Code of Conduct for Social Work Students
- Reference Waiver
- Checklist

All the sections marked with asterisks (\*) within each tab are mandatory. You can move from tab to tab, by clicking on the corresponding tab at the top of the form or by clicking “NEXT” or “PREVIOUS” at the end of each page. The “SUBMIT” tool is at the end of the Checklist page. Please review all 7 pages of this document before you start to complete the application.

## Let’s get Started!

### I. Campus Preference

Select the Campus and schedule you are interested in attending. The schedule is set for students to take 2 face-to-face courses and 2 online courses for a total of four per semester. The cohorts starting in Fall will have the following options:

Campus	Day of the Week	Face-to-Face Class Schedule
Commerce	Tuesdays	9 am - 12 pm 1 pm - 4 pm
Dallas	Mondays	9 am - 12 pm 1 pm - 4 pm
Dallas	Saturdays	9 am - 12 pm 1 pm - 4 pm

## II. Student Status

1. Please indicate if you are a current TAMUC student or plan to transfer to TAMUC from another institution. If you are not currently enrolled in any institution, please select the 'No, I plan to transfer' option since you will need to transfer the credits from your previous institution. If you are a TAMUC student, please indicate your TAMU-C CWID.
2. Indicate if you are currently a Sophomore, Junior, or Senior
3. Please indicate if you already have an associate degree
4. Indicate if you will have an associate degree completed by the end of this Summer session. Ensure to send the transcripts of the associate degree to [transcripts@tamuc.edu](mailto:transcripts@tamuc.edu) upon completion.

## III. Personal Information

Complete all the items. All fields **except** middle name are mandatory.

## IV. Emergency Contact Information

Please mention the name and contact information of your emergency contact.

## V. Demographic Information

This information is requested so that we can accurately report student demographic information to the Council on Social Work Education, and to help us with program planning. Your completion of this section, while not mandatory, will be greatly appreciated. You have the option to select '*prefer not to respond*' for each of these items.

## VI. Educational Background

Indicate all institutions beyond high school that you have attended in the table provided in the application. Include these institutions in reverse chronological order, with the most recent listed first.

## VII. Work Experiences

Indicate all employers that you have worked with in the table provided in the application. List the employers in reverse chronological order, with the most recent listed first.

## **VIII. Volunteering Experiences**

Indicate all volunteering experiences you have had in the table provided in the application. List them in reverse chronological order, with the most recent listed first.

## **IX. Ability To Help Others**

Social Work is a helping profession that requires a client-centered approach. Therefore, social workers must be willing to identify and address any challenges that may hinder their ability to professionally serve clients.

We would like to know if you understand that certain circumstances might affect the provision of services to the populations we serve. For example, populations you feel uncomfortable working with, establishing boundaries, etc. If you respond yes, be specific and explain it briefly (Max. 50 words) in the space provided.

Your response to this question will not influence your acceptance to the program. This information is requested to support and provide you with the tools necessary to succeed in this field.

## **X. Legal Information**

Please respond to the items in this section.

If you respond yes to any of these questions, be specific and explain it briefly (Max. 50 words) in the space provided.

Your response to this question will not influence your acceptance to the program. This information is requested because it could impact your Field Practicum placement options. This will help us plan your internship path accordingly.

## **XI. Undergraduate Core and Prerequisite Courses**

1. **GPA:** Indicate your current GPA in the space provided. Note: An overall Grade Point Average of 2.5 or greater is expected.
2. **Core courses:** Applicants should have completed 42 credit hours of core courses. These are included in the table on the application form. Use your

transcripts or degree works (TAMU-C students specific) to complete this section.

Please follow the instructions:

- ✓ for courses passed (Grades A, B, C, D)
- Write 'R' for courses currently enrolled
- Write 'S' for courses you will enroll in this summer
- Write 'M' for courses you will enroll while taking social work courses

In the section for elective courses, indicate the course number and name and the credit hours obtained per course.

### 3. **Pre-requisite courses:**

#### **A. Social work courses:**

Please follow the instructions:

- ✓ for courses passed (Grades A, B, C, D)
- Write 'R' for courses currently enrolled
- Write 'S' for courses you will enroll in this summer

To be accepted to the program you must have passed with a grade of 'C' or better the following social work prerequisite courses:

**SWK 2361**

**SWK 2362**

**SWK 2389**

If you have not taken SWK 2361, SWK 2362, and SWK 2389 before the start of the fall semester, you will not be accepted to the program. These courses will be offered during the summer session for those interested and applying for Fall session. Make sure to register for the courses needed for the summer session.

#### **B. Other courses:**

Please follow the instructions:

- ✓ for courses passed (Grades A, B, C, D)
- Write 'R' for courses currently enrolled
- Write 'S' for courses you will enroll in this summer
- Write 'M' for courses you will enroll while taking social work courses

Ideally, to be accepted to the program you must have passed with a grade of 'C' or better the following prerequisite courses:

**MATH 1342**

**SOC 1306**

If you have not taken MATH 1342 and SOC 1306 before the start of the fall semester, these courses will be included in your degree plan.

*If you have any questions regarding the prerequisites, kindly contact*  
[BSWAdmissions@tamuc.edu](mailto:BSWAdmissions@tamuc.edu)

## **XII. Narrative**

Please include a typed narrative of approximately 500 words in length in the space provided below. We recommend writing the narrative in a word document to facilitate the word count and copy-paste it below to avoid discrepancies. Please ensure to proofread for spelling and grammatical errors before you copy-paste the narrative.

The narrative should address the following:

1. Reasons you chose to pursue a career in social work
2. The field of social work practice you are interested in at this time
3. Personal characteristics and strengths that will contribute to success in social work
4. Personality aspects, knowledge, and/or skills that require improvement prior to beginning a professional social work career

## **XIII. Transcript**

Attach current transcript, unofficial transcript, or advising report. (Current TAMUC students can attach their unofficial advising report from Degree Works).

## **XIV. Certification**

Please sign the certification with your name, signature, and date.

## **XV. Code of Conduct**

Please read and sign the Code of Conduct with your name and signature.

## **XVI. Reference waiver**

Please complete and sign the reference waiver. It is **mandatory** that you submit the Reference Waiver to ensure your application is complete.

## OTHER DOCUMENTS REQUIRED AS PART OF YOUR APPLICATION

### References (3)

Request **TWO references from your college professors** and **ONE character reference** (employer, supervisor, organization leaders, or other faculty members). *References from family or friends will NOT be accepted.*

Please copy/paste and email the following link to your potential references:

[Reference Form](#)

If you have issues with the link above, you can also copy/paste the following:

<https://dms.tamuc.edu/Forms/BSW-Program-Admission-Application-Reference>

**Note:** *We recommend you find more than three (3) references to ensure the admission process is not delayed.*

Your References will submit the reference form as indicated in the instruction. The School of Social Work will automatically receive the references upon submission. In case of any missing references, students will be informed in a timely manner to give them appropriate time to follow up or identify other References.

The Reference forms are due no later than **April 15**. Ensure you follow up with your potential references to ensure the timely submission of their reference forms.

**Before you SUBMIT (located at the end of the Checklist tab) ensure you have completed the following in the checklist:**

- Completed all parts of this application and signed the certification
- Included the narrative in Section XII
- Attached current transcript, unofficial transcript, or advising report in section XIII
- Completed and signed the Reference Waiver within this application
- Signed the Code of Conduct within this application



**Now**  
**Click *SUBMIT***

***After clicking “SUBMIT” you will have the option to  
email or print a copy for your records.***

***Congrats!!***

***You completed the first step of the  
BSW Program application process!***

***We look forward to evaluating your application.***

***We will keep you posted throughout the process.***

***SCHOOL OF SOCIAL WORK  
Texas A&M University-Commerce***

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If you have any questions about the application process, please email  
[BSWAdmissions@tamuc.edu](mailto:BSWAdmissions@tamuc.edu) for assistance.

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