**Bachelor of Social Work  
Application Instructions**

**2019-2020 Spring**

Thank you for your interest in Utah Valley University’s Bachelor of Social Work (BSW) program. After you have read the application instructions, you should have all the information necessary to prepare your application. It is the responsibility of the applicant to ensure all requirements are met and all materials are received prior to the BSW application deadline. Due to the number of applicants, application packets will not be reviewed if incomplete.

Keep in mind that the BSW program is a full-time only, day-time only program (14-17 credits per semester). Students must attend fall and spring semesters for two years and may choose to attend summer semesters in addition.

**Deadlines**

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|  | **Application is due:** | **Notification will be e-mailed by:** |
| **For Spring Admission** | Friday, October 18th, 2019 by 5:00pm | Friday, November 8th, 2019 |

**Admission Requirements**

**1. Must be currently admitted to Utah Valley University**

Apply online at [www.uvu.edu/admissions](http://www.uvu.edu/admissions) to be admitted for the Fall semester.

**2. Completion of BSW Application**

**3. Minimum cumulative GPA of 2.5**

**4. Completion of the following courses by the end of Spring semester before beginning the BSW program**

* ENGL 2010 or 2020 with a C+ grade or higher
* SW 1010 with a B- or higher
* All General Education courses
* PSY 1010

**5. Personal Statement**

Write a 2-page essay describing how you gained your interest in a social work career; include life experiences that may have influenced this decision. Discuss your strengths and address limitations that could impact your performance as a BSW student and future social worker. *Personal Statement should be typed, double-spaced, 1-inch margins, 12 pt. Times New Roman font, and no more than two (2) pages in length*.

**6. One-Page Resume**

Detail your educational, professional, and volunteer experience relevant to a career in social work. Include agency, supervisor name, dates worked, and how many hours you worked per week or month. *Resumes should not exceed one page*.

**7. Two (2) letters of recommendation**

Choose two people who have recent knowledge of your qualifications and can speak about your fit for the social work profession. References from employers, supervisors, and behavioral science or other college or university faculty are appropriate. Please note that references may not be obtained from the full-time Social Work faculty at UVU. Also, references from family members, personal friends, co-workers (non-supervisors), or ecclesiastical leaders are not appropriate.

You must provide your signed Recommendation Waiver form to your letter writers. The Recommendation Waiver form and the Letter of Recommendation form must be included in the sealed recommendation envelopes when submitting your application.

Provide a signed copy of the Letter of Recommendation form and an envelope to each of your reference writers. Request that your references complete the form, place the documents in the envelope, seal it, sign across the seal, and return it to you. DO NOT BREAK THE SEAL. Submit the reference letter with your admissions packet. Reference envelopes that have been opened or have not been signed across the seal will not be accepted.

**8. Official transcript(s)**

Include a transcript from each higher education institution you have attended (including UVU) in your application packet**.** Unofficial Transcripts are sufficient, however, the admissions committee may request official transcripts before a final decision is made. If you are a **transfer student** and have not yet been accepted to UVU, you will need to **submit and official transcript with your application**.

**How to Submit Your Application**

Make sure your name and UV ID Number are easily visible on each of your documents, except the Demographic Information page. Complete items 1-8 (listed above) and place them in a large envelope. This is your admissions packet. Your admissions packet can be mailed or dropped off.

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| Mail your application packet to: | | Drop off your application packet at: | |
|  | BSW Committee Dept. of Behavioral Science Mailstop 115  Utah Valley University Orem, UT 84058-5999 |  | BSW Committee Department of Behavioral Science Classroom Building, Office: 207  (CB 207) |

**Additional Information**

Utah Valley University’s BSW program has a competitive admissions policy. **Approximately 30 students are admitted each semester (except Summer semester)**. Meeting the minimum requirements makes a student eligible to apply for admission to the BSW program; however, it does not guarantee admittance.

All students who meet the minimum application requirements are welcome to apply. No student will be denied admission based upon race, gender, disability, age, religion, sexual orientation, culture, creed, class, ethnicity, or national origin.

If needed, students may be asked to complete a formal interview with the admission committee and/or submit additional documentation to support a student’s readiness for a career in social work. The admissions committee may seek additional information from faculty, applicant, or other formal sources. Admission review will focus on academic achievement, commitment to social work ethics, a beginning understanding of the social work profession, professional attitude and behavior, emotional maturity, and ability to express oneself in writing. Students denied admission to the program may apply one more time.

Criminal conviction or pending criminal charges will not necessarily disqualify a student from admission to the BSW. Past or future criminal activity or conduct may limit or inhibit a student from completing a social work internship which is required to complete the degree or render the student ineligible to receive state certification or licensure to practice social work.

No academic credit will be awarded for previous work or life experience of any kind.

Following review by the admissions committee, the applicants will be notified in writing of their admission status on the second Friday in November (11/8/2019).

**Bachelor of Social Work Application**

**2019-2020 Spring**

**Due: October 18th, 2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Name:** | Click here to enter text. | | | **UV ID:** | Click here to enter text. |
| **Mailing Address:** | Click here to enter text. | | | | |
| **City:** | Click here to enter text. | **State:** | Click here to enter text. | **ZIP:** | Click here to enter text. |
| **UVU.edu Email:** | Click here to enter text. | | | **Phone:** | Click here to enter text. |

**BSW Application Timeline**

(Please initial to acknowledge the following information)

\_\_\_ I acknowledge that the Application Deadline is October 18th, 2019 and that late applications are not accepted.

\_\_\_ I acknowledge that all mailed applications must be postmarked by October 18th, 2019.

\_\_\_ I acknowledge that I will have completed all required pre-requisites by the end of the Spring semester before the fall semester when the BSW program begins.

\_\_\_ I acknowledge that I will receive an email at my.uvu.edu address from the UVU Social Work Program notifying me:

\_\_\_\_ when my application has been received and reviewed for qualifications;

\_\_\_\_ if my application is complete or incomplete & if it has been forwarded to the Admissions committee for review and ranking;

\_\_\_\_ of the Admissions committee decision by November 8th.

\_\_\_ I acknowledge that if I have concerns about my academic progress when completing pre-requisites, that I will seek academic advising (Social Work Advisor – Cindy.Lau@uvu.edu) in advance of my BSW Admissions decision to receive the best choice of classes.

\_\_\_ I acknowledge that I will answer all questions truthfully and to the best of my ability.

\_\_\_ I acknowledge that if I have criminal history in my background, it will be disclosed in my application as it may limit my ability for practicum placement or licensure testing. Criminal history includes: felony conviction, conviction of a crime that involved the harm or the threat of harm to another person & any criminal conviction that would make it difficult for me to pass a criminal background check.

\_\_\_ I acknowledge that my application for admission to the Bachelor of Social Work program is complete and accurate. I understand that an incomplete or inaccurate statement may result in my dismissal from BSW candidacy or enrollment.

\_\_\_ I acknowledge that I am applying to a **two-year, full-time, business hours, day program** that follows a cohort model & there is **no option to accelerate, combine, or consolidate my course work in order to graduate early**.

**Academic Eligibility Report**

Complete the table below to verify academic eligibility for the BSW program. All requirements must be completed by the end of the 2019 Fall semester. You must earn a B- or higher in SW 1010, and a C+ or higher in ENGL 2010 or 2020. Students with transfer credit and/or an associate degree should contact at to verify requirement completion *after* your transcripts have been received by UVU.  
 For students who are accepted into the BSW program, the UVU general education requirements listed below must be successfully completed at the conclusion of the 2019 Fall semester. Students who do not complete these requirements will not be eligible to begin the BSW program and may be dismissed from the BSW program.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirement** | **What course did you take to fulfill this requirement?** | | **What semester did you/will you complete the course?** | **If not at UVU, at which institution?** | | | **Grade Earned (if completed)** | | |
| SW 1010 (B- or higher) | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| ENGL 1010 | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| ENGL 2010 (C+ or higher) | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Quantitative Literacy | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Ethics & Values | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Personal Health & Wellness/Fitness for Life | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| American Institutions | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| PSY 1010 | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Fine Arts | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Humanities | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Biological Science | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Physical Science | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Third Science | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| **Have you earned an Associate degree?** | | | | |  | Yes | |  | No |
| **If not from UVU, from which institution?** | | Click here to enter text. | | | | | | | |

**Demographic Information**

Demographic Information is for statistical purposes only. This information will in no way affect the consideration of your application. Please do not include your name or ID on this page.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth** | | | | | | |
| (Ex. MM/DD/YEAR) ( / / ) | | | |  | | |
| **Sex:** | | | | | | |
|  | Female |  | Male | |  | Other/No Response |
| **Ethnic Origin:** | | | | | | |
|  | African American/Other Black |  | Puerto Rican | |  | White (non-Hispanic/Caucasian) |
|  | American Indian/Native American |  | Latino/Hispanic | |  | Other |
|  | Asian |  | Pacific Islander | |  | No Response |
| **How did you find out about our program?** | | | | | | |
|  | Academic Advisor |  | UVU Student | |  | Promotional Material |
|  | Alumni |  | Online Search | |  | UVU Website |
|  | Class or Faculty Member |  | Other College or Institution | |  | Other |
| **Citizenship:** | | | | | | |
|  | U.S. Citizen |  | Permanent Resident | |  | Other |
| **Veteran:** | | | | | | |
|  | Veteran |  | Not a Veteran | | | |

**BSW Program Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you applying to other BSW Programs?** | | | |
|  | Yes |  | No |
| **If yes, please rank the order of your preferred programs** | | | |
| **\_\_\_\_ Utah Valley University \_\_\_\_\_Utah State University \_\_\_\_Weber State University \_\_\_\_University of Utah** | | | |
| **Are you a transfer student?** | | | |
|  | Yes |  | No (Skip the next 2 questions) |
| **If yes, are you transferring any course credit(s) from another accredited BSW program?** | | | |
|  | Yes |  | No |
| **If yes, which courses?** | | | |
|  | | | |
| **(Transfer Students only) For which semester are you applying?** | | | |

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**Bachelor of Social Work  
Recommendation Waiver**

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| **To the Applicant:** | | | |
| Request reference statements from two people with recent knowledge about your fit for the social work profession. Two letters of recommendation are required for admission. Provide this form and an envelope to each reference writer (address listed below). Ask each of them to complete this form (they may include a letter in addition to this form if they wish), seal the envelope, **sign over the seal**, and return it to you. As the applicant, you will include the letters of recommendation in your admissions packet.  In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to access the information in this recommendation by indicating below. | | | |
|  | **I hereby waive my right** of access to the information in this recommendation. |  | **I do not waive my right** of access to the information in this recommendation. |
| **Name:** | Click here to enter text. | **UV ID:** | Click here to enter text. |
| **Signature:** |  | **Date:** |  |

**Bachelor of Social Work  
Recommendation Form**

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| **To the Recommendation Writer:** |
| The above named candidate is applying for admission to the Bachelor of Social Work (BSW) program at Utah Valley University and has given your name as a reference. The candidate should have provided you with a Recommendation Waiver form indicating whether or not they waive their right to read your recommendation, an envelope, and this form. Please include the Recommendation Waiver with the Recommendation Form in the envelope.  UVU’s BSW program seeks students who demonstrate potential for success as a student and in the social work field. We desire students who are committed to improving the welfare of all, especially vulnerable populations: children, the aged, the poor, people with disabilities, minority members of our society, and other disenfranchised groups.  Please complete this Recommendation Form according to your perception of the applicant’s ability. Your rating is among several major factors taken into account in our admissions process. Your candid assessment is important. In addition to the rating form, the admissions committee welcomes you to provide an assessment of the applicant in a separate letter.  Under provisions of the Family Education Rights and Privacy Acts of 1974, this applicant (if admitted and enrolled) may have access to the information provided in your letter of reference unless he/she has waived such access on the Recommendation Waiver form, which should be included with this Recommendation Form.  Please seal the Recommendation Waiver and Recommendation Form in an envelope, sign your name across the flap, and return it to the applicant. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference Name:** | Click here to enter text. | | | | | | | | | | | | | | | |
| **Title:** | Click here to enter text. | | | | | | | | **Agency:** | | | Click here to enter text. | | | | |
| **Address:** | Click here to enter text. | | | | | | | | | | | | | | | |
| **City:** | Click here to enter text. | | | | | **State:** | | | | Click here to enter text. | | | **ZIP:** | | Click here to enter text. | |
| **Email:** | Click here to enter text. | | | | | | | | | | | | **Phone:** | | Click here to enter text. | |
| **I know the applicant:** | |  | **Well** | |  | | **Fairly Well** | | | |  | | | **Not Well** | | |
| **What is your relationship with the applicant?** | | Click here to enter text. | | | | | | | | | | | | | | |
| **How long have you known the applicant?** | | Click here to enter text. | | | | | | | | | | | | | | |
|  | | **Superior** | | **Good** | | | | **Average** | | | **Below Average** | | | **Poor** | | **No Context** |
| Academic performance potential | |  | |  | | | |  | | |  | | |  | |  |
| Maturity and judgment | |  | |  | | | |  | | |  | | |  | |  |
| Verbal skills | |  | |  | | | |  | | |  | | |  | |  |
| Written skills | |  | |  | | | |  | | |  | | |  | |  |
| Leadership potential | |  | |  | | | |  | | |  | | |  | |  |
| Ability to work with others | |  | |  | | | |  | | |  | | |  | |  |
| Critical thinking | |  | |  | | | |  | | |  | | |  | |  |
| Professionalism | |  | |  | | | |  | | |  | | |  | |  |
| Overall competence | |  | |  | | | |  | | |  | | |  | |  |

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| **Comments:** |
| Click here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Regarding this applicant, I would:** |  | **Strongly Recommend** |  | **Recommend** |  | **Recommend with Reservations** |  | **Not Recommend** |

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

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**Bachelor of Social Work  
Recommendation Waiver**

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| **To the Applicant:** | | | |
| Request reference statements from two people with recent knowledge about your fit for the social work profession. Two letters of recommendation are required for admission. Provide this form and an envelope to each reference writer (address listed below). Ask each of them to complete this form (they may include a letter in addition to this form if they wish), seal the envelope, **sign over the seal**, and return it to you. As the applicant, you will include the letters of recommendation in your admissions packet.  In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to access the information in this recommendation by indicating below. | | | |
|  | **I hereby waive my right** of access to the information in this recommendation. |  | **I do not waive my right** of access to the information in this recommendation. |
| **Name:** | Click here to enter text. | **UV ID:** | Click here to enter text. |
| **Signature:** |  | **Date:** |  |

**Bachelor of Social Work  
Recommendation Form**

|  |
| --- |
| **To the Recommendation Writer:** |
| The above named candidate is applying for admission to the Bachelor of Social Work (BSW) program at Utah Valley University and has given your name as a reference. The candidate should have provided you with a Recommendation Waiver form indicating whether or not they waive their right to read your recommendation, an envelope, and this form. Please include the Recommendation Waiver with the Recommendation Form in the envelope.  UVU’s BSW program seeks students who demonstrate potential for success as a student and in the social work field. We desire students who are committed to improving the welfare of all, especially vulnerable populations: children, the aged, the poor, people with disabilities, minority members of our society, and other disenfranchised groups.  Please complete this Recommendation Form according to your perception of the applicant’s ability. Your rating is among several major factors taken into account in our admissions process. Your candid assessment is important. In addition to the rating form, the admissions committee welcomes you to provide an assessment of the applicant in a separate letter.  Under provisions of the Family Education Rights and Privacy Acts of 1974, this applicant (if admitted and enrolled) may have access to the information provided in your letter of reference unless he/she has waived such access on the Recommendation Waiver form, which should be included with this Recommendation Form.  Please seal the Recommendation Waiver and Recommendation Form in an envelope, sign your name across the flap, and return it to the applicant. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference Name:** | Click here to enter text. | | | | | | | | | | | | | | | |
| **Title:** | Click here to enter text. | | | | | | | | **Agency:** | | | Click here to enter text. | | | | |
| **Address:** | Click here to enter text. | | | | | | | | | | | | | | | |
| **City:** | Click here to enter text. | | | | | **State:** | | | | Click here to enter text. | | | **ZIP:** | | Click here to enter text. | |
| **Email:** | Click here to enter text. | | | | | | | | | | | | **Phone:** | | Click here to enter text. | |
| **I know the applicant:** | |  | **Well** | |  | | **Fairly Well** | | | |  | | | **Not Well** | | |
| **What is your relationship with the applicant?** | | Click here to enter text. | | | | | | | | | | | | | | |
| **How long have you known the applicant?** | | Click here to enter text. | | | | | | | | | | | | | | |
|  | | **Superior** | | **Good** | | | | **Average** | | | **Below Average** | | | **Poor** | | **No Context** |
| Academic performance potential | |  | |  | | | |  | | |  | | |  | |  |
| Maturity and judgment | |  | |  | | | |  | | |  | | |  | |  |
| Verbal skills | |  | |  | | | |  | | |  | | |  | |  |
| Written skills | |  | |  | | | |  | | |  | | |  | |  |
| Leadership potential | |  | |  | | | |  | | |  | | |  | |  |
| Ability to work with others | |  | |  | | | |  | | |  | | |  | |  |
| Critical thinking | |  | |  | | | |  | | |  | | |  | |  |
| Professionalism | |  | |  | | | |  | | |  | | |  | |  |
| Overall competence | |  | |  | | | |  | | |  | | |  | |  |

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| --- |
| **Comments:** |
| Click here to enter text. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Regarding this applicant, I would:** |  | **Strongly Recommend** |  | **Recommend** |  | **Recommend with Reservations** |  | **Not Recommend** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |