2013-2015 Academic Years

BSW

Application Forms

BSW Application Forms

BSW PROGRAM
INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK

Fall Application Due: Monday after Thanksgiving

Spring Application Due: Monday after Spring Break
APPLICATION MATERIALS CHECKLIST

Please check off each item as you complete it and fill in the blanks with the appropriate information requested. Application to the BSW program is a self-managed process and it is your responsibility to see that all of the materials listed below are sent together in the same envelope. Your signature on this checklist acknowledges your understanding that if all parts of the application are not complete or included, your application may not be processed.

Once you have completed this checklist, please submit it along with the rest of the application.

____ Checklist with requested materials attached
____ Application Form
____ Self Disclosure Statement Regarding Arrests or Convictions of a Sex Offense
____ Personal Narrative
____ Value Statement
____ Petition for Exceptional Consideration [if applicable]

☐ Three (3) Letters of Recommendation [See specifications under “Assembling your application]
   Names of Referees:
   ____ 1) ________________________________
   ____ 2) ________________________________
   ____ 3) ________________________________

☐ An Official Transcript from EACH COLLEGE OR UNIVERSITY EVER ATTENDED INCLUDING ALL CURRENT TRANSCRIPTS (IU Students may submit an unofficial transcript).
   List below University names:
   ____ 1) ________________________________
   ____ 2) ________________________________
   ____ 3) ________________________________
   ____ 4) ________________________________

Please note that most often colleges/universities will furnish you, upon request, a transcript with the stamp “Issued to Student.” Such a transcript is acceptable to us. However, if your particular college/university will only release a transcript to us, please indicate above this circumstance. Application files will not be reviewed without these transcripts. We suggest you follow up with that institution to ensure your transcript is sent to us. Due to the volume of applications we receive, we will not be able to acknowledge the receipt of transcripts.

Signature of Applicant: ____________________________ Date: ____________________________
INDIANA UNIVERSITY  
SCHOOL OF SOCIAL WORK  
Application for Admission to BSW Program  

DATE: ___________________________  
UNIVERSITY ID NUMBER ________________________________________  
IU CAMPUS OR COLLEGE/UNIVERSITY YOU NOW ATTEND: ___________________________

**Indianapolis Campus**  
IU School of Social Work  
BSW Admissions  
902 West New York Street  
ES 4134B  
Indianapolis, IN 46202-5156

**Bloomington**  
IU School of Social Work  
BSW Admissions  
1127 E. Atwater Avenue  
Bloomington, IN 47401

**Richmond Campus**  
IU School of Social Work  
BSW Admissions  
2325 Chester Boulevard  
Top Raper Hall, #150  
Richmond, IN 47374-1289

**Gary Campus**  
IU School of Social Work  
BSW Admissions  
3400 Broadway MP 3186  
Gary, Indiana 46408-1197

**South Bend Campus**  
IU School of Social Work  
BSW Admissions  
1700 Mishawaka Ave.  
Northside Hall, Rm. 418  
South Bend, Indiana  
46634-7111

PLEASE TYPE OR PRINT ALL ITEMS

1. Name: ___________________________________________  
   Last   First   Middle/Initial

2. E-mail Address (preferably IU address if applicable) ________________________________________

3. In order to identify transcripts and other supporting documents, please list other name(s) by which you are known: ___________________________________________

5. Current Address:  
   Street ___________________________  
   City ___________________________  
   State ___________________________  
   Zip ___________________________

   AM Phone Number ___________________________  
   PM Phone Number ___________________________

6. Permanent address where application correspondence can be mailed (if different from above):

   ___________________________________________
7. Emergency contact ____________________________ Phone number ______________________________

8a. Birth date: ____________________________ 8b. Gender: Male ☐ Female ☐

9. Racial/Ethnic Data: (check correct box or boxes) African-American ☐ Native American ☐
   Euro-American ☐ Chicano/Mexican ☐ Asian American ☐ Puerto Rican ☐
   Other ☐ (please specify) ______________________________

10. Number of credits completed to date: ______________

11. IU campus you are planning to attend if admitted: (check correct box)
    Indianapolis ☐ Bloomington ☐ Richmond ☐ Gary ☐ South Bend ☐

12. Credit hours you are planning to take per semester: _________
    Credit hours you plan to take per summer session: _________
    What year do you intend to graduate? ___________

    **We will plan your educational schedule based on information provided above.**

13. Please list all employment in chronological order starting with the most recent. Please be specific in describing the positions held, including part-time. If more space is needed, use a separate sheet and attach.

   A._______________________________________________________________________________________

   B._______________________________________________________________________________________

   C._______________________________________________________________________________________

   D._______________________________________________________________________________________

14. Please list significant volunteer experiences and/ or leadership positions in chronological order starting with the most recent. Please be specific in describing your role(s). If more space is needed, attach separate sheet.

   A._______________________________________________________________________________________

   B._______________________________________________________________________________________

   C._______________________________________________________________________________________

   D._______________________________________________________________________________________
15. List all social work courses you have completed and/or in which you are currently enrolled:

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16. Please tell us how you first learned of the IU School of Social Work BSW program

_________________________________________________________________________________

_________________________________________________________________________________

17. Please refer to the enclosed sheets which provide you with a guide for preparing your Personal Narrative and Values Statement. Your application is not complete without all the required documentation including the Self Disclosure Statement regarding arrest or convictions on a sex offense and the reference letters.

Signature_______________________________________ Date________________________________

The applicant is responsible for submitting ALL reference forms, transcripts and other documents necessary for Admissions review.
INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK

Self-Disclosure Statement Regarding Arrests, Convictions on Offense, Felony, Misdemeanor, or Serious Traffic Violation

This form must be completed and included by EVERY applicant.

1. Self-Disclosure for Sex Offenses

Have you ever been arrested for a sex offense against a child or children?  
Yes  No

If yes, when and where?  _________________________________________________________

__________________________________________________________________________

Were you convicted on these charges?  Yes  No

If yes, do you wish to appeal the School of Social Work’s Policy on Sex Offenders as outlined on page 20 of the BSW Student Handbook?

Yes  No

Comments: ___________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

2. Have you ever been charged or convicted of a felony, misdemeanor, or serious traffic violation such as reckless driving or driving while intoxicated?

Yes  No

Comments: ___________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Signature ______________________________________ Date ______________________

Failure to disclose criminal background is grounds for dismissal from the program. If a student has a criminal history or other previous professional/legal challenges, he or she must discuss these circumstances with the campus Program Director and/or field coordinator as these challenges may impact eligibility for malpractice insurance and field placement, employment, as well as his or her future licensure. Consult the BSW Student Handbook for more information.

6
INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK

BSW APPLICATION
PERSONAL NARRATIVE
COVER SHEET

Prepare a personal narrative, not to exceed six (6) typed pages in length. In some detail and in your own style, respond to ALL the items listed below. This Personal Narrative is a critical part of your application folder. Consider it your opportunity to communicate with the BSW Admissions Committee about yourself. Review your statement carefully to be certain it will give the committee members a clear picture of your interest and suitability for professional social work. Please utilize APA style to format the paper and cite sources, particularly in discussing your selected current issue. For APA guidelines, see http://owl.english.purdue.edu/owl/resource/560/01/.

1. Explain the reasons for your interest in social work. Elaborate on both personal and societal factors which have influenced your decision to pursue social work as a profession.

2. Discuss and analyze two events of significance in your growth and development.

3. Historically, social work has concerned itself with advocating for populations at risk, specifically those discriminated against because of socio-economic status, race, gender, sexual orientation, political orientation, and physical and mental ability. A dominant theme of professional preparation is attention to these oppressed populations. Select one of the above mentioned populations and (a) reflect on a relevant personal experience you have had with your selected population, (b) discuss one major societal oppressive situation which most likely affects this group, and (c) describe a possible solution for alleviating this oppression at the community, state, and/or national level.

4. List what particular aspect or fields of social work are of interest to you.

5. Discuss your personal strengths and limitations for the practice of social work.

6. Below you will find some of the current issues that social work practitioners are faced with in their professional practice every day. Select one, then describe and analyze the current state of the issue.
   1. Welfare reform
   2. Health care reform
   3. Child welfare reform
   4. Rights and protections for gay men and lesbian women.
   5. Impact of globalization on local communities.

7. Feel free to share any additional information you think is relevant to your application to the BSW program.

Please sign, date, and attach this cover sheet to your narrative.

____________________________________  ______________________  __________________
Name (print)                      Signature                      Date
The Code of Ethics of the National Association of Social Workers (NASW) states:
The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession’s history, are the foundation of social work’s unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationship
- integrity
- competence

After reviewing the NASW Code of Ethics (http://www.naswdc.org/) select one of the above mentioned values, explain the value, and discuss the significance this value holds for you.

**Please type your statement on a separate sheet of paper.** Sign below and attach this cover sheet to your statement.

I have selected: _________________________________________

I understand that if accepted into the BSW program, I am expected to adhere to the values, ethics, and standards of the social work profession.

Name (printed)_________________________________________ Date________________________________

Signature ________________________________________________
DEAR REFEREE, __________________________________________,

(Applicant, please print the name of the person completing this recommendation form)

You have been selected to complete the following recommendation form for ____________________________.

(Applicant, please print your name)

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted to the baccalaureate social work program. When finished, please seal this reference form in a business size envelope and sign across the sealed flap. Then RETURN IT TO THE APPLICANT at the following address:

(Applicant, please fill in your address here) ________________________________________________________________
________________________________________________________________________________________

Please send this form to the applicant.

Application to the BSW program, Indiana University School of Social Work, is a self-managed process; therefore, the applicant is responsible for collecting and submitting all reference letters. This process insures that the applicant knows the application is complete when submitted. Please, return this reference form as soon as possible to the applicant. The applicant will then submit the sealed envelope to the IU School of Social Work.

TO BE COMPLETED BY THE APPLICANT:

Notice of Waiver

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the Indiana University School of Social Work and therefore, my right of access is limited to viewing the document only at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent on my being admitted and enrolling into the BSW program at the Indiana University School of Social Work.

______ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

______ I wish to retain my right of access to read this document once I have been admitted to the program and enroll.

Date____________________ Signature____________________________________________________

You must sign and indicate whether or not you wish to waive your right of access if this letter is to be included in your admission file.
SUMMARY EVALUATION:
Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

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How long and in what capacities have you known the applicant?

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On a separate sheet of paper, we expect a statement from you concerning the applicant’s scholarship, critical thinking skills, personality, character, and professional promise. Please include in the statement an assessment of strengths and deficits. Please comment on your view of the applicant’s philosophical congruence with the values and ethics of social work, if applicable. Please add any additional information that you deem critical for the assessment of this candidate.

RECOMMENDATION:
Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend for admission
- Yes, I recommend
- Yes, I recommend with reservation
- No, I do not recommend for admission

Name (please print):________________________________________________________ Date________________
Signature:________________________________________________________________________
Title/Position:____________________________________________________________________
Agency/Organization:______________________________________________________________
Address:________________________________________________________________________

Degree:________________________________________ Are you an IUSSW Alumni?  □ Yes □ No

Please accept our appreciation for your time and effort in helping us determine this applicant’s suitability for baccalaureate social work education.
DEAR REFEREE, _______________________________________________________________________,

(Applicant, please, print the name of the person completing this recommendation form)

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☐ Yes, I recommend
☐ Yes, I recommend with reservation
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Agency/Organization:_________________________________________________________________
Address: ______________________________________________________________________

Degree:________________________________________ Are you an IUSSW Alumni?  ☐ Yes ☐ No

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Name (please print): ___________________________________________ Date ________________
Signature: ____________________________________________________
Title/Position: ________________________________________________
Agency/Organization: __________________________________________
Address: _____________________________________________________

Degree: _____________________________________________________ Are you an IUSSW Alumni?  [ ] Yes  [ ] No

*Please accept our appreciation for your time and effort in helping us determine this applicant’s suitability for baccalaureate social work education.*
INDIANA UNIVERSITY  
School of Social Work  
Certificate Program  

Petition for Exceptional Consideration  

An applicant who believes that her or his individual circumstance warrants exceptional consideration for a waiver of the minimum admissions requirement of a 2.5 GPA to be considered for admission review must petition the BSW Admissions Committee.  

The waiver should be submitted by the applicant in the form of a statement entitled “Petition for Exceptional Consideration” and be attached to this completed cover sheet. The petition should include a statement indicating how the minimum admission requirement of a 2.5 GPA does not provide the applicant a fair and adequate opportunity to present herself or himself in a favorable light. The applicant should briefly discuss how she or he has indeed demonstrated a capacity for successful achievement in a rigorous BSW program. For example, an applicant might provide evidence of superior grades during the most recent semesters indicating a trend toward improved performance.  

The applicant should also discuss how, if granted admission to the BSW program, she or he plans to address potential obstacles to successfully complete the program. For example, if a low grade point average was viewed as the result of personal circumstances, the applicant should discuss why those circumstances are not likely to be a factor during her or his BSW study.  

Finally, the applicant should attest to the accuracy of all information provided in the petition, date and sign this cover sheet. The petition must be submitted with the application packet.  

________________________  
Name (print)  
Signature  
Date