

Bachelor of Science in Social Work
College of Staten Island
Application for Admission

Department of Social Work
College of Staten Island
The City University of New York
2800 Victory Boulevard, Bldg. 2A/Rm. 201
Staten Island, NY 10314-6600
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1. INFORMATION FOR APPLICANTS

I. ARE YOU PREPARED FOR A MAJOR IN SOCIAL WORK?

Before filing the attached application to the Bachelor of Science in Social Work program at the College of Staten Island, please take some time to consider how ready you are to pursue an education to become a social work professional. **These questions are meant to help you decide about applying for the major and are not meant to be answered in writing within the personal statement.**

The social work program is demanding and requires considerable time and attention. In addition, functioning as a social worker requires a capacity to actively manage one's personal needs and issues in order to be present and available to clients, so consider these questions carefully before you complete the application.

- If the need arises, what supports are available to you for assistance with family or personal issues?
- What do you need to put in place before becoming a student so that you or others who depend on you will still be able to safely function once you are involved with the program?
- Are you dealing with significant personal issues that would make you unable to function effectively in the social work major?
- Might your situation be made worse by the physical, financial or emotional stresses of being a social work student?

Please remember that the above questions are for your personal reflection only.

II. Pre-Social Work Major and Application for Formal Admission into the Social Work Program

The Bachelor of Science in Social Work Program (BSSW) offers professional study within the College of Staten Island; therefore, it requires a separate admissions process. Prior to the BSSW application process, students may declare a *pre-social work major*, though this in no way assures that students will be admitted into the Program later. Formal admission into the Social Work Department, which requires formal acceptance into this Program, is a prerequisite for enrollment in upper division social work courses.

To be formally admitted into the BSSW Program, students must complete this application form and the personal statement, which must be submitted to the Social Work Admissions Committee for evaluation. A copy of the applicant's transcript(s) with all grades and GPA information must be attached to the application as well as a resume. A photocopy of the applicant's transcript(s) is acceptable for the application, but official transcripts must be submitted to the Department prior to formal admission into the BSSW Program. Students who are transferring from another institution **MUST** present a transcript with their grades.

Submit the completed application to Socialwork@csi.cuny.edu or

Social Work Admissions
 Department of Social Work
 College of Staten Island
 The City University of New York
 2800 Victory Boulevard, Bldg. 2A/Rm. 201
 Staten Island, NY 10314-6600

III. Application Deadlines

When students have completed at least forty credits of coursework (general education) and are enrolled in or have completed the Introduction to Social Work class (SWK 200) at grade B or above, or have taken its equivalent in another college, they are ready to begin the formal application process. This application must be completed and returned to the SW Department Office by February 15th prior to the fall semester of the student's proposed enrollment in the BSSW Program. The Admissions Committee will consider the application and may request that the applicant appears for an interview. Students will be informed within two months following this date as to whether they have been admitted into the BSSW Program.

Students considering applying to the BSSW Program should be aware that it takes at least two years to complete the study sequence. Therefore, it may not be advisable for those who have

already completed a substantial number of credits (80 or above) to apply to the BSSW Program. It is best to discuss your options with a social work faculty member.

IV. Information for Transfer Students

Transfer students intending to pursue a BSSW at CSI should consult a social work faculty member before applying for admission into the College. This will ensure that they have satisfied the minimum requirements when they apply for admission into the Social Work Department. They must submit two different applications: one for admission to the College of Staten Island, which is sent to the College Admissions Office, and one for admission to the BSSW Program, using this BSSW application form, which is submitted directly to the Social Work Department.

Transfer students are reminded that the “social work” major declared by students themselves or assigned by the Registrar is a pre-social work major. It does not constitute admission to the BSSW Program, and it does not mean that admission to the BSSW Program is guaranteed.

The academic records submitted by transfer students should contain grades, and GPA information from any other institutions attended.

Transfer students who have had social work field placements should attach a copy of their evaluations. Previous field placements will not satisfy the BSSW Program’s field placement requirement but will be helpful in determining the best match for a CSI internship.

V. Admissions Standards

The criteria for admission into the Social Work Department are detailed as follows:

1. Matriculation at the College of Staten Island
2. Passage of CUNY Mathematics and English Assessment Tests
3. Completion of a minimum of 40 credits, including SWK 200 or its equivalent at B or above, POL 100, and MTH 113
4. An overall GPA of no lower than 2.5. A minimum GPA does not guarantee admission into the BSSW Program.
5. Pertinent volunteer experience or previous work history will be considered in evaluating your application.
6. Completion of a well-written, thoughtful, and persuasive personal statement, as outlined in the “Guidelines for Writing the Personal Statement” section below.
7. An interview may be required.

VI. Admissions Procedures

1. Application by the student. It is the applicant's responsibility to submit an application that is complete, accurate, and on time. An incomplete application will delay the admissions process and could prevent the student's admission.
2. After submitting an application, the applicant will receive confirmation that the application has been received. It is the applicant's responsibility to contact the Department at (718) 982-2070 if confirmation has not been received within two weeks of submitting materials.
3. All applications will be reviewed and evaluated by the Admissions Committee. If additional information is required, the Committee will contact the applicant. Applicants may be required to participate in an interview.
4. The Department will mail a letter to the student indicating the decision reached by the Committee. If the student is admitted, an advisor will be assigned for study in the Social Work Department.
5. The applicant is expected to respond to the Department's offer within two weeks. A form is provided for that purpose. The applicant is asked to inform the Department immediately if, for any reason, she or he decides to decline the offer of admission, so as to permit other students to be considered for admission.

Application for Formal Admission into the BSSW Program

Department of Social Work
College of Staten Island, City University of New York
2800 Victory Blvd, 2A-201, Staten Island, NY 10314-6600
Tel: (718) 982-2070 Fax: (718) 982-2038

CONFIDENTIAL

I. Personal Information

Date: _____

Name: _____

Address: _____

Phone: Home () _____ Cell () _____

Personal Email: _____

CSI Email: _____

Date of Birth: _____ Place of Birth: _____

Race and/or Ethnicity Categories: Please check all that apply. *This information is optional and will be held in confidence for statistical purposes only. We appreciate your cooperation.*

_____ Asian/ Pacific Islander

_____ Black/African-American/ West-Indian

_____ Latinx/ Hispanic

_____ White/ European-American

_____ Indigenous Peoples

_____ Middle Eastern

_____ (Fill in the blank)

Gender Identity. *This information is optional and will be held in confidence for statistical purposes only. We appreciate your cooperation.*

I identify my gender as _____ (fill in the blank)

II. Academic Qualifications (Applicants must answer all of the following questions)

Please attach a copy of your transcripts or progress report, which must contain accurate grade information including the GPA. An official transcript must be submitted to the Department prior to formal admission into the BSSW Program.

Please note: A minimum of 40 credits (general education) must be successfully completed before the fall for which the applicant is applying. It is the applicant's responsibility to inform the Department of grades as soon as they become available if the admission decision is contingent on completing these additional credits.

1. How many credits, including transfer credits, have you completed successfully with C or higher grades? _____ (Number of credits completed)
2. How many additional credits do you expect to complete before next fall (including Summer Session courses)? _____ (Number of additional credits expected to be completed before next fall)
3. Have you completed SWK200 or an equivalent to Introduction to Social Work?

a. Yes

Grade earned: _____

Name of Instructor: _____

b. No

Are you currently registered or enrolled in SWK 200?

1. Yes

a. Name of Instructor (or College if not CSI):

2. No

a. When do you plan to enroll in SWK 200?

III. HUMAN SERVICES EXPERIENCE:

Please list all experience, voluntary or paid, that relates to the field of social services or human services. Include a description of your responsibilities. (Add additional pages if necessary).

1. Organization: _____ Your Position: _____ Paid Employment Internship Volunteer Dates of your experience with this organization: _____ Number of hours per week: _____
Responsibilities:

2. Organization: _____ Your Position: _____ Paid Employment Internship Volunteer Dates of your experience with this organization: _____ Number of hours per week: _____
Responsibilities:

3. Organization: _____ Your Position: _____ Paid Employment Internship Volunteer Dates of your experience with this organization: _____ Number of hours per week: _____
Responsibilities:

IV. Personal Statement

In order that the Review and Admissions Committee may more fully evaluate the request for admission to the Social Work Department, the applicant must complete a personal statement. The statement is a crucial part of the application process. This will demonstrate your ability to express your thoughts and convey your readiness to begin a challenging course of study in the Social Work Department. The applicant should be aware that effective communication in both written and oral forms is necessary to pursue a career in social work.

There is no minimum or maximum length requirement, but responses are typically 2 to 4 pages. Statements should be typed, double spaced with 1-inch margins. The applicant is expected to provide a full response to each of the following items.

1. Why are you interested in social work as a career? Discuss the factors, and/or experiences that have motivated you to pursue a career in social work? Areas of :
 - a. Employment and Volunteer service
 - b. Education and Special interests
 - c. Family and Cultural experiences
 - d. Personal and or professional experience with addressing social injustice or forms of discrimination
2. Discuss your career goals. What is your area of interest in social work (e.g., children and families, health, mental health, substance misuse, criminal justice system, gerontology, etc.)?
3. Describe briefly some of the major social work issues and problems you are particularly concerned within your community and country. Include knowledge of how social workers address these issues and problems.
4. In addition to classes, students must successfully complete a 480 clock-hour field placement in the senior year (2 days, 16 hours per week field internship, within regular business hours). How you will effectively organize and manage your field, class, employment, and personal time in order to meet deadlines and attendance requirements?
 - b. What challenges do you foresee and what support systems do you have in place?

PLEASE WRITE YOUR NAME ON EACH SHEET OF YOUR PERSONAL STATEMENT AND SIGN AND DATE THE LAST PAGE.

V. Field Placement Requirement

In your senior year of social work-study, you will have the opportunity to apply the skills and knowledge that you have acquired in the classroom toward hands-on work experience in a social service setting in the community. Our field placements are available throughout New York City in many fields of practice including, but not limited to, work with children, the aged, people who have drug or alcohol problems, people who are disabled and people with either physical or mental health challenges. In your field placement, you will be supervised by an experienced MSW who has completed or is in the process of completing their certification in field supervision. Prior to your senior year, you will have the opportunity to work with the Director of Field Education to find an internship experience that will allow you to learn about how social workers provide help throughout their agencies. You will be required to spend sixteen hours per week for two semesters (a total of 480 hours) in your field assignment. You **MUST have weekday daytime hours available in order to complete this requirement.**

- I have read the above description and requirements of the field internship and understand that I must have 16 weekday daytime hours available to complete this requirement.

Signature _____

Date _____

VI. Certification

I hereby certify that the information provided in this application is true and correct and complete to the best of my knowledge.

Signature _____ Date _____

VII. Checklist

- Application form
- Academic transcripts from Colleges attended with all grades and GPA included
(photocopies acceptable, yet official transcript(s) must be submitted to the Department prior to formal admission into the BSSW Program)
- Resume
- Personal Statement
- Field Internship Requirement Form
- Signed Certification

Submit the completed application to:

Socialwork@csi.cuny.edu

or

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