

**Bachelor of Science in Social Work
Application for Admission
2023-2024**

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
Social Work Office: (718) 982-2070
FAX: (718) 982-2038

Program Director: Professor Patti Gross

I. 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. 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 your transcript(s) with all grades and GPA information must be attached to the application as well as a resume. A photocopy of your 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

II. 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 SWK Department Office by February 15, 2023. 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 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 program. 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.

III. 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.

Transfer student 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.

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

IV. 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

V. Admissions Procedures

It is your 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.

After applying, you will receive confirmation that the application has been received. It is your responsibility to contact the Department at (718)982-2070 if confirmation has not been received within two weeks of submitting materials.

All applications will be reviewed and evaluated by the Admissions Committee. If additional information is required, the Committee will contact the applicant. You may be required to participate in an interview.

The Department will e-mail a letter to the student indicating the decision reached by the Committee. If the student is admitted, an advisor will be assigned to study in the Social Work Department.

You are expected to respond to the Department's offer within two weeks. A form is provided for that purpose. We ask you to inform the Department immediately if, for any reason, you decide 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

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 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**Personal Information**

Date: _____

Name: _____

Address: _____

Phone: Home () _____ Cell () _____

Personal Email: _____

CSI Email: _____

Date 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)

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 you are applying. It is your responsibility to inform the Department of grades as soon as they become available if the admission decision is contingent on completing these additional credits.

How many credits, including transfer credits, have you completed successfully with C or higher grades?

How many additional credits do you expect to complete before next fall (including Summer Session courses)? _____

Have you completed SWK 200 or an equivalent to Introduction to Social Work?

Yes No
Grade earned: _____
Name of Instructor: _____

Are you currently registered or enrolled in SWK 200?

Yes. No
Name of Instructor (or College if not CSI): _____

When do you plan to enroll in SWK 200? _____

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

Personal Statement

So, the Review and Admissions Committee may more fully evaluate the request for admission to the Social Work Department, and you 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. 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 two to four pages. Statements should be typed, double spaced with one-inch margins. You are 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, for example:

Employment and volunteer service

Education and special interests

Family and cultural experiences

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 use disorders, criminal justice system, gerontology, policy, help communities meet their needs, etc.)?

3. Briefly describe some of the major social work issues and problems you are particularly concerned with in your community and country

4. In addition to classes, students must successfully complete a 480-hour field placement in the senior year (2 days, 16 hours per week field internship, within regular business hours).

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.

Field Placement Requirement

In your senior year of social work study, you will have the opportunity to apply the skills and knowledge 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, elders, people who have drug or alcohol problems, people with disabilities, and people with mental health challenges. In your field placement, you will be supervised by an experienced social worker who has an MSW degree and 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 agencies and organizations. 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 to complete the BSSW program and the field requirement.

Signature _____

Date _____

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 _____

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

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