



Department of Social Work  
2800 Victory Blvd.  
Bldg. 2A/Rm 201  
Staten Island, NY 10314-6600  
Social Work Office: 718-982-2070

**Bachelor of Science in Social Work  
(BSSW)  
Application For Admission  
2024-2025**

Dear Applicant:

The Bachelor of Science in Social Work Program (BSSW) offers professional study within the College of Staten Island. Admission requires a formal application and acceptance in the BSSW program. Upon admission to the BSSW program, the Social Work Department will submit your name to the registrar to list your declared major of social work.

The following application form, personal statement and a resume must be submitted to the Social Work Admission Committee for evaluation.

We look forward to receiving your application to the CSI BSSW program. If you should have any questions I can be reached at

[Patti.gross@csi.cuny.edu](mailto:Patti.gross@csi.cuny.edu). Or at 718-982-2196

All my best,

Prof. Patti Gross, LCSW-R

Director, BSSW Program

Please attach a copy of:

1. The Application
2. A copy of transcripts with all grades and GPA information
3. A copy of your resume

Transfer Students from another institution MUST send in a transcript with their grades.

Submit the application to: [Socialwork@csi.cuny.edu](mailto:Socialwork@csi.cuny.edu).

**Or Mail to:**

Social Work Admission Committee  
Department of Social Work  
College of Staten Island  
2800 Victory Blvd.  
Bldg 2A/Rm 201A  
Staten Island, NY 10314-6600

**\*\*\*\*Application Deadline: February 21, 2025\*\*\*\***

**Criteria for Admission**

1. Matriculation at the College of Staten Island;
2. Passage of CUNY Mathematics and English Assessment Test;
3. Completion of a **minimum of 40 credits, including SWK 200** or its equivalent or above;
4. Completion of MTH 113 Introduction to Probability and Statistics;
5. Pertinent volunteer experience or previous work history will be considered in evaluation of your application;
6. Completion of a well-written, thoughtful personal stated, as outlined in later in the application;
7. An Interview may be required.

**Admission Procedures**

1. Submission of a complete, accurate, and on time application. Incomplete applications will delay the admission process.
2. After applying you will receive confirmation of receipt of application. If you have not heard from us within two weeks of submission, please contact the Department of Social Work.
3. The Department of Social Work will communicate the department's decision by email.
4. You are expected to respond to the application decision offer within two weeks from acceptance. You will be provided with a form indicating your decision to accept or decline the offer.

**APPLICATION FOR ADMISSION TO THE BSSW PROGRAM**

**Department of Social Work  
College of Staten Island**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Personal email \_\_\_\_\_  
CSI Email \_\_\_\_\_  
Date of Birth \_\_\_\_\_

Race and Ethnicity and Identifying information are optional categories and will be held in confidence for statistical purposes only. We appreciate your cooperation if you should choose to respond to the categories below, please check all that apply:

\_\_\_\_ Asian/Pacific Island      \_\_\_\_\_ Black/African American  
\_\_\_\_ Latinx/Hispanic      \_\_\_\_\_ Middle Eastern  
\_\_\_\_ Indigenous Peoples  
\_\_\_\_ White/European-American

If we have not included a space for you or you want to further describe your race and/or ethnicity, please do so here \_\_\_\_\_

Gender Identity. This information is optional and will be held in confidence. It is for statistical purposes only.

\_\_\_\_ Male  
\_\_\_\_ Female  
\_\_\_\_ Trans male/Transman  
\_\_\_\_ Trans female/Trans woman  
\_\_\_\_ Gender queer/gender non-conforming

If we have not included a space for you or you want to further describe your gender differently, please do so here \_\_\_\_\_

**Please attach a copy of your transcripts containing your GPA and grade information.**

A minimum of 40 credits towards your general education requirement must be completed before the fall semester for which you are applying. Please provide any grades earned after you have submitted your application to the Social Work department.

How many credits, including transfer credits, have you completed with a C or higher grade?  
**# of credits**\_\_\_\_\_

How many additional credits do you expect to complete, including summer session, prior to entering the BSSW program in Fall 2024? **# of credits**\_\_\_\_\_

Have you completed SWK 200 or an equivalent to Introduction to Social Work?  
\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Grade earned \_\_\_\_\_  
Name of Instructor \_\_\_\_\_  
School Attended \_\_\_\_\_

Are you currently registered for, or enrolled in, SWK 200 or it's equivalent? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
Name of Instructor \_\_\_\_\_  
Name of College if not CSI \_\_\_\_\_

If you have not taken, and are not currently taking SWK 200 when do you plan to take the course? \_\_\_\_\_

Human Services Experience

Organization 1: Name \_\_\_\_\_

Position \_\_\_\_\_

- Paid Employment
- Internship
- Volunteer

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

Organization 2: Name \_\_\_\_\_

Position \_\_\_\_\_

- Paid Employment
- Internship
- Volunteer

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

Organization 3: Name \_\_\_\_\_

Position \_\_\_\_\_

Paid Employment

Internship

Volunteer

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

### **Personal Statement**

The personal statement is an important part of the application process. It demonstrates your abilities to express your thoughts and convey your readiness to begin the BSSW program at CSI.

Although there is no minimum or maximum length required previous personal statements have been between two to four pages. Statements should be typed, double spaced with one-inch margins. Please provide a detailed response to the following:

1. Why are you interested in a social work career? Discuss the factors, and/or experiences that motivate you to pursue a career in social work. Some examples

Your experiences as a volunteer

Experiences in your employment

Education and special interests

Family and cultural experiences

Personal/and or profession experiences 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).

3. Briefly describe some of the major social work issues and problems in your community and/or your country.
4. In addition to classes, students must successfully complete a 480-hour field placement in the senior year. Students are expected to commit to spending two (2) days (8-hour days) or 16 hours per week in the internship. The internship hours are during regular business hours.

Please state clearly in the personal statement your agreement to this requirement. In the personal statement discuss how you will manage your time and commitments with a heavy course load, internship, and personal life (family/work) while fulfilling this requirement. Please describe the support systems you have in place to assist you in your pursuit of your BSSW degree. What challenges do you foresee? What solutions will you put into place?

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

Service-Learning Requirement. In first semester of your junior year of the BSSW program you will take SWK 330 Service-Learning Seminar and Experience. In this required course, a seminar is associated with a 50-hour service-learning experience within a local service agency, school, or other human service organization.

- I understand that in the semester when I am enrolled in SWK 330, I need to participate in a 50-hour service-learning experience. This will be weekdays, during regular business hours.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Internship 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 towards hands-on work experience in a social work service setting.

You will be required to spend sixteen (16) hours per week for two semesters (a total of 480 hours) in your internship. The internship hours are on weekdays during regular business hours. There are no weekends or evening hours. You **MUST have weekday daytime hours available to complete the BSSW program and the internship requirements.**

- I understand that I must commit to two days a week (16 hours weekly) at my internship.
- I understand that the internship attendance will be weekdays, during regular business hours.
- I understand that there are no weekend or evening internships.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Certification**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to:

socialwork@csi.cuny.edu

or mail to:

Social Work Admission Committee  
Department of Social Work  
College of Staten Island  
2800 Victory Blvd.  
Bldg 2A/Rm 201A  
Staten Island, NY 10314-6600

To be completed by social work staff

Name \_\_\_\_\_ Date Received \_\_\_\_\_

Please check if received. Please indicate below when an email was sent to the applicant requesting the missing document (s).

Date of first communication \_\_\_\_\_ Date Missing Info Received \_\_\_\_\_

Checklist

- Application Form
- All academic transcripts with grades
- Resume
- Personal Statement
- Internship Requirement Form Signed
- Acknowledgement of Service Learning and Internship hours signed