

**UNIVERSITY OF WISCONSIN – GREEN BAY  
SOCIAL WORK PROFESSIONAL PROGRAMS**

**THE APPLICATION CHECKLIST:**

The following must be submitted to complete the application process:

A completed Admissions Application form (must be typed).

Unofficial Transcripts:

Students currently taking courses at UWGB only need to submit transcripts for any courses they are currently taking at another institution

Students not currently taking courses at UWGB must submit unofficial transcripts of all post-high school academic work taken within the past 5 years.

One letter of reference (submitted directly by letter author).

**ALL OF THE ABOVE ITEMS MUST BE RECEIVED PRIOR TO  
THE APPLICATION DEADLINE. INCOMPLETE APPLICATIONS  
WILL NOT BE REVIEWED.**

**Email Materials to:  
socialwork@uwgb.edu**

NOTE: This form requires Adobe Reader which can be downloaded for free at:  
<http://get.adobe.com/reader/>

For Office Use Only:  
Overall Cumulative GPA:

## APPLICATION PART A

### I. APPLICANT CONTACT INFORMATION

1. Your Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Student I.D. \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Permanent Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### II. ACADEMIC PLANS

5. Do you plan on full-time or part-time study?

Full-time                      Part-time

6. Are you interested in pursuing an emphasis in Social Work (not required)?

Child Welfare Emphasis  
Substance Abuse Emphasis  
Unsure

Note: If unsure about the child welfare emphasis and/or the substance use, please visit our website for more information: <https://www.uwgb.edu/social-work/bsw-program/the-bsw-curriculum/>

7. Social Work is a professional degree that does not require a complimentary major or minor(s). However, social work faculty encourage a double major, or double minors that may complement your studies in social work. If you have declared any other major or minor(s), please list them here:

Additional Program Study:

Major/Minor:

Major	Minor
Major	Minor

8. What is your anticipated date of graduation?

### III. ELIGIBILITY TO APPLY CHECKLIST

9. Have you been admitted or are you currently enrolled at UW-Green Bay?

Yes                      No

10. Will you have completed 48 credit hours at UWGB or at another institution before you begin your fall social work classes? Note: Transcripts must demonstrate these will be completed before fall and, in the case of transfer students, are transferable for credit at UWGB (i.e., your UWGB transcripts must demonstrate you have either completed the credits or are registered for the credits in a semester that will conclude before the start of fall social work courses).

Yes                      No

11. Is your cumulative GPA higher than 2.50? Note: You need a minimum cumulative GPA of 2.50 in all college level academic work taken during the past 5 years. (Note: Applications with GPAs close to 2.50 may be considered if the applicant shows major strengths in other areas.)

Yes                      No

List your cumulative GPA:

12. Please indicate below the required support courses you have completed or are currently enrolled.

Transcripts must demonstrate you will have completed at least 4 of these courses, **before** beginning the program in fall. [Note: You are strongly encouraged to complete WF 105 and your Statistics course *before* beginning the major. If you do not, you will be required to take those classes your first fall in the social work program.] Details about these supporting courses can be found at:

<http://catalog.uwgb.edu/undergraduate/programs/social-work/major/>

WF 105 (formerly ENG COMP 105)	SOC WORK 275
PSYCH 203	STATISTICS
GOVERNMENT	HUMAN BEHAVIOR
SOCIAL ENVIRONMENT	SOCIAL THEORY
WOMEN'S STUDIES	BIO SCIENCE
ETHNIC STUDIES	

13. Other colleges or universities attended:\*

<u>College/University</u>	<u>Dates Attended</u>	<u>Degree/Major</u>
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\*Documentation of courses completed between the time of application and admissions review may be requested before final admissions decisions are made.

#### IV. BSW PROGRAM ORIENTATION REQUIREMENTS

Once admitted to the BSW Program, you will be required to attend a mandatory meeting with your Social Work Advisor. The meeting will occur shortly after admission to the major and will focus on a general overview of the BSW Program requirements and academic advising. Additionally, you are required to complete a mandatory Orientation to the Social Work Program; details on the Orientation will be included in your acceptance letter. Your acceptance into the major will not be considered complete until you have completed both these requirements. Distance learning technologies may be substituted for a face-to-face meeting for extenuating circumstances.

#### V. CRIMINAL BACKGROUND AND CAREGIVER BACKGROUND CHECK

Criminal background and caregiver background checks may be required for your field placement and are a required component of obtaining Social Work certification/licensing. The results of the checks may determine your ability to obtain a field placement or employment in particular areas and/or Social Work certification in the state of Wisconsin. Please review the information under “Admissions Procedures” on our website for more details: <https://www.uwgb.edu/social-work/bsw-program/admissions-procedures/> (BSW). If you have any questions or concerns based on your particular situation, please contact the Social Work office, and you will be directed to the appropriate Program Coordinator ([socialwork@uwgb.edu](mailto:socialwork@uwgb.edu); 920-465-2049).

#### VI. REFERENCE LETTERS

Using the attached form, submit a letter of reference on your behalf. This letter must be received by the application admission deadline. Please inform your reference of the deadline. This letter should be completed by an individual who is in a position to evaluate your potential as a professional social worker, such as an academic reference (e.g., a college professor) or a non-academic reference (e.g., a supervisor or co-worker from an employment, volunteer, or other membership experience). **Do not include a reference letter from a personal friend or family member.** Only one letter will be reviewed with your application. If more than one letter is submitted, the Committee will review the first letter submitted, unless informed by the applicant in writing of a preference to have a different letter reviewed.

Helpful guidelines on selecting an appropriate reference are available at: <https://www.uwgb.edu/careers/find-a-job/references-recommendations/>.

List the name of the reference and how the person knows you.

Name:

Relationship to you:

## **VII. OTHER PROGRAMMING INFORMATION: CONFIDENTIAL and OPTIONAL**

The Social Work Professional Programs at the University of Wisconsin-Green Bay is an accredited program. As such, it keeps a variety of data on those who apply to the Program. The following information is not required and does not affect the status of your application, but it is used for statistical purposes. If you are comfortable providing us with the following information, it would be appreciated.

Your age:                      Gender:                      Racial or ethnic origins:

Are you (or any of your siblings) the first in your immediate family to attend a four-year university or college?

Yes                      No

Do you consider yourself a member of a minority group that is not racially or ethnically oriented?

Yes                      No

If yes, please explain:

## **VIII. CONFIRMATION AND SIGNATURE**

My electronic signature below indicates that the information provided is truthful and accurate. It further signifies that I am aware that if I am admitted to the BSW Program, my acceptance is contingent upon completion of the program orientation and meeting with my program advisor, as well as continuing to meet both academic and non-academic retention standards (see: <https://www.uwgb.edu/UWGBCMS/media/social-work/2021-22-BSW-Student-Handbook.pdf> for standards).

I understand that an admission's decision letter will be emailed to my UWGB email account within 3 weeks of the application deadline and that I am responsible for completing any tasks identified in the letter.

(type first name)

(type last name)

(date: mm/dd/year)

## APPLICATION PART B

## I. PERSONAL STATEMENT/WRITING SAMPLE

Respond to each of the questions below. This personal statement will be reviewed for the thoughtful reflection given each question. In addition, your writing skills will be assessed. [Note: The fillable application form does not provide tools for spelling or grammar check.]

1. Describe your previous volunteer, work, and/or life experiences and **explain how those experiences have prepared you** for the social work profession.
2. Describe (with examples) your specific skills and abilities that will complement your work as a professional.

3. Briefly describe the steps you took to resolve a situation that was challenging to you.
4. Optional: Please use this space to provide explanation or justification for any areas of your application you want the Admissions Committee to consider (e.g., missing application criteria, low GPA, additional accomplishments, minimal related experience, etc.).