

ADMISSIONS APPLICATION CHECKLIST

Student Name: (please print) _____

I. **The following documents are to be returned in a *single* envelope or Via Email to Dr. Heather Kanenberg (KanenbergH@uhcl.edu):**

- 1) Checklist 2) Completed application 3) Signed Code of Conduct Form

Three letters of recommendation, each sealed in a separate envelope. Signature of person completing the recommendation must be written across the envelope flap. Or submitted via email directly from the recommender to Dr. Heather Kanenberg. (Students must complete and sign the 1st page of recommendation form)

List References:

Name:

Name:

Name:

Typed 4-6 page autobiographical statement. Applicants should be certain that their autobiographical statement is a strong sample of their ability to express themselves in writing. The statement should include:

- a. A description of the student's educational, work, and/or life goals;
- b. Their personal and professional objectives;
- c. Social work or human service experience, including contact, exposure to, or experience with diverse groups; and
- d. Any other information the student believes may be important when considering their application for admission to the program.

An unofficial transcript for **each** college or university attended

Students must download, read and retain a copy of the UHCL BSW Student Handbook prior to being considered for admission. (The handbook is located on the UHCL BSW Program Website or can be obtained by any member of the BSW Program Faculty)

***I have read the UHCL BSW Student Handbook (Circle your response): YES NO

II. **All** documents are to be sent to the following address, dropped off in Bayou Suite 2617 clearly marked for the UHCL BSW Program, or submitted by **one** email to Dr. Heather Kanenberg, Program Director.

UHCL BSW Program Admissions
University of Houston – Clear
Lake 2700 Bay Area Blvd. Box 22
Houston, TX 77058-1098
KanenbergH@uhcl.edu

Applications will not be considered until all required documents have been received. Incomplete packets will not be considered.

You will be contacted by email & mail regarding the admissions decision within 30 days of the day the University receives all necessary information.

APPLICATION FOR ADMISSION
UNIVERSITY OF HOUSTON – CLEAR LAKE
BACHELOR OF SOCIAL WORK DEGREE

GENERAL INFORMATION	
Name	
Social Security Number	
UHCL Student ID #	
Complete Mailing Address	
Telephone (Home)	
Telephone (Work)	
Cell	
Email Address (Personal)	
Email Address (University)	

Please list <i>All</i> Jr. Colleges, colleges & universities you have attended, dates attended and your GPA from those institutions.		
College / University Attended	Dates Attended	Overall Grade Point Average

Please list all of your social service experience, including volunteer efforts. Give complete organization names, and dates. Attach a separate page if necessary.		
Organization	Dates	Experience

UHCL BSW PREREQUISITE COURSES	DATE COMPLETED	COURSE GRADE
Introduction to Social Work		
Professional Issues and Ethics in Social Work		

You must apply for university admission in addition to and separate from this application.

Have you submitted an *Application for Admission* and transcripts to the UHCL Admissions Office?

YES – When? _____

NO – When do you plan on applying for admission? _____

Are you applying for: Full-time status Part-time status

Have you applied to the UHCL BSW program in the past? Yes No

RETURN THIS FORM, the ADMISSIONS APPLICATIONS CHECKLIST, PROPERLY SEALED LETTERS OF RECOMMENDATION, the signed CODE OF CONDUCT form AND YOUR AUTOBIOGRAPHICAL STATEMENT IN A **SINGLE ENVELOPE** TO:

UHCL BSW Program Admissions
University of Houston – Clear Lake
2700 Bay Area Blvd. Box 22
Houston, TX 77058-1098

Students are expected to attend a UHCL BSW Program Orientation prior to or shortly after being admitted to the program. Ask program faculty for the next scheduled orientation.

BSW Program Mission Statement:

The mission of the BSW program is to prepare entry-level social work professionals for competent generalist social work practice, emphasizing an integrated bio-psycho-social approach with diverse persons, families, groups, organizations and communities in a variety of settings in the unique Houston/Galveston metropolitan area.

Generalist practice is the application of a wide variety of theoretical perspectives reflecting an integrated bio-psycho-social approach, professional values and ethics and skills with diverse persons, families, groups, organizations and communities utilizing the planned change process.