



Fall 2017 BASW Application Instructions and Materials

Important Information

BASW applications (including all uploaded documents) must be received by 11:59 p.m. on April 3, 2017. Read these instructions carefully before beginning your application.

The BASW application is an online application. You will answer questions via an online portal, and upload several required documents. Some of these documents are items you'll create (essay, résumé) while others are forms you need to download, sign, and upload to the portal. The online portal and all required forms are linked to below. **The online application must be completed in one sitting (it is not possible to save a partially completed application and return to it later) and requires that you upload the required supporting materials described (and linked to) within this document. Preparing the required documents takes time. You should prepare these documents before you begin filling out the application, and preview the application first so that you know what to expect.**

The UW School of Social Work seeks to enroll well-qualified students with diverse backgrounds. We especially seek applicants committed to working with diverse populations. BASW admission is selective and is based on academic performance and potential, clarity and appropriateness of career objectives, understanding of social issues, and knowledge of diverse populations. Our commitment to diversity is elaborated in our [Essential Skills, Values and Standards of Professional Conduct](#) page. It outlines the qualities and professional behavior expected of students. All applicants should carefully review these essential abilities before completing the BASW application.

Please direct questions to the UW School of Social Work Admissions Office: (206) 543-5676 or baswapp@uw.edu.

Applicant Responsibilities

The Admissions Committee strives to give all applications the most prompt and thoughtful consideration possible. The following steps help to make this possible:

- **Ensure that you meet all [minimum eligibility](#) requirements and satisfy [BASW prerequisites](#) before you begin.**
- Use the materials linked in this document **ONLY** if you are applying for Fall 2017 BASW admission at UW Seattle. This is not the correct application if you're applying for the [UW Tacoma](#) BASW program.
- Use the **checklist** below to know which materials you need to prepare.
- Review your materials for **completeness and accuracy** before submitting. Keep copies for your records.
- **Notify the School of Social Work Admissions Office, promptly and via e-mail**, of any change of address or if you wish to withdraw your application from consideration.
- If you are still enrolled in college, upon acceptance you must **send official transcripts after graduation**.

Application Process

Completing the BASW Application is a four-step process:

1. Open the [BASW Online Application](#), and **fill out the questions. (Step 1 on the checklist below)**
2. When you reach the Required Application Materials section that asks you to upload documents, follow the link to the BASW Application Material Dropbox (opens in a new browser tab) and **upload all required documents to that dropbox* (Steps 2 to 7 on the checklist below).**

The downloadable PDF forms (and instructions) that you'll need are all located below. PDF forms that are provided by the School of Social Work can be completed in either of two ways:

- Print the PDF and fill out by hand. Rescan and upload it as a PDF. Or:
- Complete the PDF electronically using Adobe Reader. **If you choose this method, do not edit the forms directly in your web browser as this has been known to cause problems.** Instead:
 - 1) Download the PDF form to your computer.
 - 2) Open Adobe Reader Acrobat Reader DC ([download it for free here](#)).
 - 3) Click "File" and open the PDF directly from within Adobe Acrobat Reader DC.
 - 3) Complete the form and save it.
 - 4) Before uploading, *make sure the information you entered was actually saved and you're not uploading a blank form!* To check, close Adobe Reader and then re-open the PDF by double clicking it. If it shows the saved information you entered, you're ready to upload. If it is blank, blurry, or otherwise problematic then you'll need to fix it before uploading the PDF to your application.

These PDF resources may be of interest: SmallPDF.com (compresses PDFs to reduce PDF file sizes + converts images to PDFs). Numerous mobile apps such as JotNot allow you to turn an image into a PDF.

3. Once you've uploaded the items, a message will display confirming that you've successfully uploaded them and it will instruct you to return to the BASW Online Application (in the initial browser tab). **Return to the BASW Online Application and complete the remaining required fields and submit the application.** A message will display, confirming that the application (and uploaded documents) has been successfully submitted.
4. To complete your application file, **one Recommendation for Admission form** (Step 8 on the checklist below) must be received by the deadline. You must download and fill out the top portion of the Recommendation for Admission form, and email the form (with the top portion completed) to your reference to complete. Instruct them to complete the remainder of the form and email it to baswapp@uw.edu by the deadline. Within 48 hours of us receiving the recommendation form from your reference, we will e-mail you to confirm it has been received. **You'll want to give your reference sufficient time to complete the letter of recommendation form.**

Timeline and Notification of Decisions

Your application is considered complete only after we have received your **submitted online application** (including ALL required, uploaded documents) and a completed **Recommendation for Admission** form from your reference. Once your reference submits that form on your behalf, we will email you to confirm that the letter was received and that your application file is complete. All applicants should expect a decision via e-mail by early June.

Application Checklist and Materials

This checklist will help you to keep track of all required steps of the application.

All necessary application forms/materials are on the next pages. Either scroll down to review each step, or click on one of the steps in the checklist to be taken to that section.

[Step 1: BASW Online Application \(online portal\)](#)

Steps 2-7 require you to upload these documents via the online portal above:

[Step 2: BASW Application Signature Form](#)

[Step 3: Personal Disclosure Statement Form](#)

[Step 4: Social Services Experience Form](#)

[Step 5: Resume](#)

[Step 6: Essay](#)

[Step 7: Unofficial Transcript\(s\)](#)

Step 8 is a letter of recommendation form and **is the only document you won't upload to your application**. You'll complete the top portion, then email it to a reference who'll finish it and email it to us by the deadline. See the instructions below.

[Step 8: Letter of Recommendation](#)

STEP 1: BASW Online Application (online portal)

Access the BASW Online Application portal [by clicking here](#).

The BASW Online Application must be completed in one sitting; it is not possible to save a partially completed application and return to complete it later. Therefore, please have a strong and reliable internet connection and ensure you have sufficient time before starting the application form.

Respond to the questions, which ask you to provide basic contact information as well as general applicant information. You will also enter prerequisite course information and respond to three short answer questions (responses may be no more than 1,000 characters each). Those questions are also copied below for your reference, to plan ahead:

Answer the following three short answer questions, to help the admissions committee contextualize your strengths and personal history. Your responses may be no more than 1000 characters each:

- 1. Please share a situation where you have faced an obstacle/adversity. How was the situation resolved (has it reached a resolution)? What did you learn from the situation that is relevant to social work?*
- 2. What factors have contributed to your success in your college studies? How will you continue and expand on them at the School of Social Work (SSW)?*
- 3. In what ways will you be a strong contributing member of the BASW major/SSW Community?*

THE NEXT STEP IS TO UPLOAD DOCUMENTS (Steps 2 to 7 below):

Next, you'll reach the Required Application Materials section where you must upload documents. Follow the link to the **BASW Application Material Dropbox** (opens in a new browser tab) and upload all required documents (**in PDF format**) to that dropbox. For the three items below that require you to download and edit a PDF form, **DO NOT edit those PDF forms directly in your web browser. This has been known to cause problems.** Refer instead to the instructions on page 2 of this document for instructions on how to properly complete PDFs using Adobe Reader.

STEP 2: BASW Application Signature Form

Download the BASW Application Signature Form [by clicking here](#).

Download the form and fill out all fields. **Check the necessary boxes** and include a **signature and date** at the bottom. Save the form and upload it in the designated space in the dropbox.

STEP 3: Personal Disclosure Statement Form

Download the Personal Disclosure Statement Form [by clicking here](#).

Washington State law requires that all individuals who have access to children under 16 years of age, persons with developmental disabilities, and vulnerable adults disclose background information concerning crimes and offenses against these populations. For more information, please refer to the [Background Check and Personal Disclosure Statement](#) memo.

Download the form. Fill out all fields. **Check the necessary boxes** and include **BOTH SIGNATURES AND DATES (two are required)** at the bottom. Save the form and upload it in the designated space in the dropbox.

STEP 4: Social Service Experience Form

Download the Social Service Experience Form [by clicking here](#).

Download and fill out the Social Service Experience Form with your paid and unpaid social service or human service experience. Save the form and upload it in the designated space in the dropbox. Consider “social service experience” to mean experiences where you helped other humans in ways that align with the School of Social Work [mission statement](#).

- Include the number of hours you worked each week and the total number of hours worked in each position.
- Identify if it was a paid or volunteer position.
- Calculate and report your total reported hours at the bottom of this form.
- Make extra copies of the sheet if you need to list additional experiences.

STEP 5: Résumé

Submit an up-to-date résumé no longer than two (2) pages in length, by uploading it to the designated space in the dropbox **in PDF format**. As the résumé is a critical element in the review of your qualifications, it is very important that you carefully follow these instructions – in your résumé, include:

- Educational background
- Paid work experience: dates, number of hours per month, employer name and address, job title, brief overview of job responsibilities
- Volunteer and community service experience (dates, number of hours per month, organization name, duties/roles)
- Student leadership experience (dates, number of hours per month, organization name, your title, duties/roles)
- Awards, honors, and special achievements you have earned (academic, work, volunteer)
- Special skills (e.g. bilingual skills, artistic talent, research skills)
- International experience (length of time, brief description of your activities)

STEP 6: Essay

Submit an essay, following the guidelines below, by uploading it to the designated space in the dropbox **in PDF format**. The admissions essay is a critical element in the review of your qualifications. Carefully follow the instructions we provide as thoroughly as possible and stay within the essay length limits set.

The essay should be two (2) pages maximum, machine-generated, double-spaced with a font size of 12pt and one-inch margins. Respond to both parts of the essay below, clearly labeling Part I and Part II. Save the document as one single PDF file.

Part I: Why Social Work?

Write a brief (one page maximum) statement that answers the question: **Why social work?** To the extent possible, include information about the following:

- What interests you in the major? You can include family and social influences (positive or negative) which may have helped to shape your interest in social work.
- What experience have you had as a leader? What initiative(s) have you taken and what skills and insights into leadership have you developed as a result?
- What experience have you had working with individuals/in communities different than those you most closely identify with?

Part II: Academic Success Pathway

Describe your **academic success pathway** (one page maximum). Include:

- What are your professional goals in social work?
- How will the BASW help you reach your goals?

STEP 7: Unofficial Transcripts

You must submit a transcript(s) from **EVERY** college you've attended, by uploading the transcript(s) to the designated space(s) in the dropbox **in PDF format**. Students who are currently attending the University of Washington are not exempt from this requirement, and must upload a UW transcript.

- Unofficial transcripts (e.g. a scanned copy of an official transcript) are acceptable, but **must be legible and complete**. Blurry or incomplete documents will not be accepted. Transcripts must clearly show the name of your university/college, all course and grade information, cumulative GPA, etc.
- Official transcripts are *not* required at time of application. If you are offered admission, you will be required to submit official/final transcripts at that time. Your final official transcript should show all prerequisite courses, credits and/or degrees earned.

FINAL STEPS AFTER YOU UPLOAD THE REQUIRED DOCUMENTS:

Once you've correctly uploaded all items above, a message will display confirming that you've successfully uploaded them and it will instruct you to return to the BASW Online Application form (in the initial browser tab). **Return to the BASW Online Application and complete the remaining required fields, then submit the application as instructed.** A message will display, confirming that the application (and uploaded documents) has been successfully submitted. To complete your application file, **one Recommendation for Admission form** (Step 8 on the checklist below) must be received by the deadline.

STEP 8: Letter of Recommendation

Download the Recommendation for Admission form [by clicking here](#)

One written Recommendation for Admission form **must be submitted to baswapp@uw.edu – by the applicant's reference (not the applicant) – by the application deadline of April 3rd at 11:59pm. This reference must be the person that you identified as your reference on the online BASW application.**

The written Recommendation for Admission (from a Faculty member, Advisor, Work Supervisor, etc.) should be used to support your social service background or academic preparedness. Family members, intimate partners and personal friends are not appropriate references. Process:

- 1) Download and fill out the top portion of the Recommendation for Admission form. In particular, read and respond to the statement regarding Public Law 93-380. It is important for the person writing the Recommendation for Admission and the Admissions Committee to know what decision you have made regarding this right of review.
- 2) Once you have filled out that information in the top portion of the form, save the PDF (with the top portion completed) and email it to your reference. Instruct them to complete the remainder of the form and email it to baswapp@uw.edu by the deadline. Your reference must use that PDF form (we do not accept emails or mailed letters) and may also submit an additional, separate letter if desired.

Here is a sample email template you could use if you wish:

Thank you for agreeing to provide a recommendation for my application to the UW Bachelor of Arts in Social Welfare Program. Please find attached the required form to be used in submitting my reference. When complete, please send the finished copy to baswapp@uw.edu by 11:59 p.m. on April 3, 2017.

Remember to attach the form!

- 3) Within 48 hours of us receiving the recommendation form from your reference, we will e-mail you to confirm it has been received.