Dear Applicant,

Thank you for your interest in the Fordham University Baccalaureate Program in Social Work. These materials contain all you will need to apply to the program. For additional information or assistance in completing the application, please call us at (212) 636-7166. We welcome the opportunity to arrange an appointment to personally discuss your educational and professional objectives and how they can be effectively met through the Social Work Program. We look forward to receiving your application.

Sincerely,

David Koch, Ph.D., LCSW, Program Director

Admissions Policy

Students may apply for program admission following completion of approximately 50 credit hours and most prerequisites (grades of D are not accepted). Transfer students are welcome to apply but must be accepted for matriculation at Fordham University before their application to the program can be formally reviewed. Substitution of courses taken at institutions other than Fordham University will be evaluated on a case-by-case basis.

Students entering the Social Work Program will be expected to complete the 33 credits of the major within a two-year period, either on a full- or part-time basis. Transfer students will be considered for admission in the Social Work Program once they have been admitted to Fordham University and have had a review and determination of credits to be accepted by the University.

The Baccalaureate Program in Social Work is interested in applicants who demonstrate both academic competency and personal characteristics that will serve as a sound base for professional development. Therefore, a combination of admissions criteria will be used and evaluated.

It is usually expected that an undergraduate GPA of at least 3.0 on a 4.0 scale will have been achieved in courses taken before applying to the Social Work Program. An applicant may have had a successful experience in areas related to social work practice, and/or may have demonstrated a capacity for professional work by virtue of study in other areas related to social work. The GPA is reviewed within the context of the total application.

A basic facility in English communication is required for admission to the major and continued enrollment. The autobiographical statement that is part of the application provides the Social Work Program with the opportunity of judging whether the applicant has the writing ability necessary to be admitted and to remain in the program. Candidates will want to be certain that their autobiographical statement is a fair sample of their ability to use the written word and is at the same level of proficiency that the faculty might expect in response to writing assignments given in class. Applicants should also note that an interview is required as part of the admissions process.

Successful completion of the course Introduction to Social Work and Social Welfare is expected as a prerequisite of admission; the course instructor will evaluate each student's performance and readiness to enter the Social Work Program as part of the admissions process.

There are a number of characteristics deemed to be desirable in people who wish to become social workers. Among these are maturity of judgment, openness to new ideas, capacity for the development of self-awareness and readiness to change, and acceptance of differences in people. There are other qualities considered essential, which include commitment to social and institutional change and possession of values consistent with those traditionally associated with the social work perspective. Work in social or civic organizations—either paid or volunteer—is viewed favorably as evidence of the kind of motivation sought in applicants. Persons completing letters of reference will be asked to evaluate the applicant on the basis of these qualities.
Application Process
Applications are accepted for program entrance in the fall or spring semester. Applications are evaluated as they are received, therefore early application is encouraged. All application materials are held confidential and shared only with those persons directly involved in the admissions process. All records and documents become the property of the Baccalaureate Program in Social Work of Fordham University. The application consists of the following components:

1. The application form, signed and completed in full.
2. An autobiographical statement in which the applicant's interest and plans for social work education are solicited. (Guidelines for the statement are provided below.)
3. Three letters of reference, at minimum one of which is from an instructor of a course taken by the applicant within the last two years. (Use the form provided in the application packet.)
4. Completion and signature on “Release of Student Records” item in application.
6. Admissions interview.

Autobiographical Statement
In order for the Social Work Program to evaluate an applicant's request for admission to the Baccalaureate Program in Social Work, each applicant is required to complete an Autobiographical Statement. This is a crucial element of the application process. Please submit a typed statement (3-5 pages) about your background and interests, using the following as a guide. You are expected to respond to each of the following questions:

1. How did you become interested in social work? If this interest represents a change of career plans, what are the reasons for the change?
2. What educational, professional, voluntary, and/or community experiences and relationships have contributed to your interest in social work?
3. Which personal qualities and abilities do you feel will be helpful to you in the social work profession? In what way will they be helpful?

Please complete this statement on a separate sheet of paper, and submit it with your application form to the Fordham University Baccalaureate Program in Social Work. Place your name, social security number and date on the last page of the statement.

University Policy
Non-Discrimination Policy
Fordham University is an academic institution that, in compliance with federal, state and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability or any other basis prohibited by law.

No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to address any complaints alleging discrimination. Georgina Arendacs, Ph.D., may be contacted at Administration Building, Room 223, Rose Hill campus, or (718) 817-3112.

Fordham University does not knowingly support or patronize any organization that engages in discrimination.

Equity in Athletics Disclosure Act
In accordance with the Equity in Athletics Disclosure Act, effective July 1, 1996, information regarding the intercollegiate athletics program is available for review upon request to the Director of Athletics, Fordham University, Rose Hill Gymnasium, Bronx, New York 10458. Telephone: (718) 817-4300
Applying for semester beginning: ☐ Fall ☐ Spring Year ______ Date Submitted ________________________

☐ Mr. ☐ Ms. ☐ Other Last Name First Name Middle Initial

Social Security No. Date of Birth (month/day/year)

Permanent address (number and street)

City State Zip Code Phone No. (with area code first)

Current address (if different from above)

City State Zip Code Phone No. (with area code first)

Daytime Phone No. (with area code first) Best hours to reach you E-mail address

**Educational Background** Submit transcripts from each school, other than Fordham University, where you earned 20 or more credits.

Dates Attended Undergraduate College(s)

Dates Attended Other Relevant Education (e.g., courses, institutes, continuing education, etc.)

**Summary of Experience** Please list all your employment/volunteer experiences chronologically, with dates, beginning with the most recent.

Dates Name of Organization

**Activities** Please list any civic, business, or professional organizations, with dates, in which you have been an active member.

Dates Name of Organization

*Answering the following is optional and will in no way affect your application. The answer is used for statistical purposes only.*

Please choose only one: ☐ Asian or Pacific Islander (including Indian subcontinent) ☐ Black (non-Hispanic) ☐ Hispanic ☐ Native American ☐ White (non-Hispanic) ☐ Other ___________________________
Recommendation: Three recommendations (in addition to the Letter from Instructor of Introduction to Social Work and Social Welfare) are required as part of the application. Please use academic or social work employment references whenever possible. If these are not applicable to you, the references should come from people who have knowledge of your professional capacity. One of the three references should be from an academic institution or professor familiar with your work within the last 12 months.

Name | Organization
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Title | Address

Name | Organization
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Title | Address

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Title | Address

General Information Are you currently or have you previously been enrolled at Fordham's Baccalaureate Social Work Program? Yes No
If yes, when?

Have you previously applied to Fordham's Baccalaureate Social Work Program? Yes No If yes, when?

Are you now or have you ever been enrolled at another Baccalaureate Social Work Program? Yes No If yes, fill in information below:

Matriculated Non-matriculated

Name of School Dates Attended

List names of social work courses taken:

Are you fluent in any foreign language? Yes No If yes, which language(s)?

How did you hear about Fordham's Baccalaureate Social Work Program?

Have you consulted or corresponded with any member of the faculty or staff of Fordham's Baccalaureate Social Work Program regarding your application? Yes No If yes, with whom and when?

Certification I hereby certify that the statements presented in this application are true and correct.

Applicant's Signature Date

Release of Student Records Please sign the statement below to release your records to the Baccalaureate Program Admissions Committee.
I authorize Fordham University to release my student records to assist in the admission process of the Fordham University Baccalaureate Program in Social Work.

Applicant's Signature Date

Return to: David Koch, Ph.D., Fordham University, Baccalaureate Program in Social Work, 113 West 60th Street, New York, NY 10023
### Letter from Instructor of Introduction to Social Work and Social Welfare

**Applicant:** Semester Applicant Enrolled in Introduction to Social Work and Social Welfare

**To the Person Providing the Evaluation:** Successful completion of the course "Introduction to Social Work and Social Welfare" is required for admission to the Fordham University Baccalaureate Program in Social Work. As instructor of this course, your evaluation of the applicant's academic performance and readiness to undertake a challenging course of study is crucial in the program's admissions process. Of special interest are answers to the following questions: What is your assessment of the student's academic achievement in this course? Does the applicant show openness to new ideas and a readiness to become seriously involved in the learning process? Does the applicant display the personality characteristics, such as flexibility, warmth, and emotional responsiveness, that are seen as prerequisites for effective performance as a social worker? Does the applicant possess other skills or attributes that you believe deserve mention? Please attach this form to your letter and return to the address on the back of this form. Your time and effort in making this information available are greatly appreciated.

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**Family Educational Rights and Privacy Act of 1974:** In accordance with Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the Baccalaureate Program in Social Work. If no signature appears, the right of access is considered waived.

- I choose to waive my right of access
- I choose not to waive my right of access

### Letter of Recommendation

**Applicant**

**To the Person Providing the Recommendation:** The applicant whose name appears above has applied for admission to the Fordham University Baccalaureate Program in Social Work. He or she has given your name as a reference. Your reference, along with other materials submitted, provides the Program with the important data necessary to make the right decisions for the applicant, the Program and the social work profession. Your time and effort in making this information available are greatly appreciated. Of special interest are answers to the following questions, which we ask you to consider in preparing your response: Does this applicant seem to enjoy relating to others? Is he or she sensitive to and informed about basic social issues? Does the applicant show openness to new ideas and a readiness to become involved seriously in the learning process? Does the applicant display the personality characteristics, such as flexibility, warmth, and emotional responsiveness, that are seen as prerequisites for effective performance as a social worker? Does the applicant possess other skills or attributes that you believe deserve mention? Please attach this form to your letter and return directly to the address on the back of this form.

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- I choose to waive my right of access
- I choose not to waive my right of access
Letter from Instructor for Baccalaureate Program Application

- Please fill out the opposite side of this sheet and attach to your comments.

- Please return to: David Koch, Ph.D., Fordham University, B.A. Program in Social Work
  113 West 60th Street, New York, New York 10023

Recommendation for Baccalaureate Program Application

- Please fill out the opposite side of this sheet and attach to your comments.

- Please return to: David Koch, Ph.D., Fordham University, B.A. Program in Social Work
  113 West 60th Street, New York, New York 10023
Letter of Recommendation

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Address | Phone |

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☐ I choose to waive my right of access

Applicant’s Signature Date

☐ I choose not to waive my right of access

Applicant’s Signature Date
Recommendation for Baccalaureate Program Application

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