

updated 09/26/11

**University of Louisville Kent School of Social Work**  
**Bachelor of Social Work (BSW) Program**  
**APPLICATION CHECKLIST**  
**September 2011**

If you are a **current student at UofL**, **then skip to the section below** on this checklist titled “Kent School Documents.” If you are **not a current UofL student** you must follow the directions below **before** submitting your application to the Kent School of Social Work.

Apply online at <http://louisville.edu> or send UofL application documents to:

Office of Admissions, Dept. AO  
University of Louisville  
Louisville, KY 40292

UofL Office of Admissions, Email: [admitme@louisville.edu](mailto:admitme@louisville.edu), Phone: 502-852-6531, 1-800-334-8635 ext. 8526531, Fax: 502-852-6526

The completed application packet you submit must include:

\_\_\_\_\_ **Completed application form.** Application instructions for transfer student can be found at <https://louisville.edu/admissions/apply/transfer>. This is a page of quick links for transfer students and also contains the link to the application. **Be sure to specify in Box 12 the correct semester and year you intend to begin. In Box 13, you may indicate SW (for Social Work) as your College Code; write BSW for your Major Code.**

\_\_\_\_\_ **\$50 non-refundable application processing fee.** Attach a personal check, money order or cashier’s check (U.S. dollars) payable to the University of Louisville to your completed application if you submit the hard copy application. If you apply on-line at the above website, you must also pay your application fee on-line with a credit card or check. Note: Paying your application fee with a check will delay the process for 8 days.

\_\_\_\_\_ **An official academic transcript** is required from each college/university you have attended, including those at which you were enrolled for academic credit as a non-degree student and/or credits, which you transferred to another college. All transcripts must bear the official seal and signature of the institution attended. You must request these transcripts directly from the Registrar or appropriate officer of each institution. U of L transcripts are provided automatically for applicants who have attended U of L. Applicants must have earned 45 semester hours of college credit and have a minimum cumulative GPA of 2.5 on a four point scale.

\_\_\_\_\_ **The Test of English as a Foreign Language (TOEFL)** is required for applicants whose native language is not English. A test link to the TOEFL is available at <http://louisville.edu/student/services/testing/index.html>.

\_\_\_\_\_ **International students** may be required to have their transcripts evaluated by a credential evaluation service in the U.S. Two possible services include World Education Services, Inc., at <http://www.wes.org> and Educational Credential Evaluators at <http://www.ece.org>. Students may be required to participate in a brief telephone interview as part of the admission process. When completing the I-20, students should note that they will be placed in a practicum as part of their education. Admitted students should visit the International Center when they arrive on campus to obtain the proper immigration documentation necessary to begin the practicum.

## KENT SCHOOL DOCUMENTS

Send the following Kent School documents (*see back of this page*) directly to:

University of Louisville Kent School of Social Work

Attn: BSW Admissions

Oppenheimer Hall

Louisville, KY 40292

Email: [BSWKENT@louisville.edu](mailto:BSWKENT@louisville.edu)

The documents listed on the next page are those that should be directed to the address above, directly to Kent School (not UL Admissions).

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\_\_\_\_\_ **Personal statement** – A 700-1000 word statement must be submitted with the application. Submit a carefully written personal statement (double-spaced typewritten pages-12 pt.) that addresses the following topics:

- discuss your commitment to the goals and purposes of social work;
- describe the intellectual and personal qualifications that will enable you to practice social work successfully.

*Note: If there are gaps or deficiencies in your academic record, please address these in an addendum to your statement.*

\_\_\_\_\_ **Statement of authenticity** – Each applicant is required to add the following statement to the beginning of his/her personal statement accompanied by the applicant's signature and date of the signature.

**Academic dishonesty is prohibited at the University of Louisville. In keeping with this policy, I certify the material contained in this application is solely my work and that I have neither cheated nor plagiarized in its creation.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_ **Signed Release and Waiver-** This waiver is to allow the University of Louisville to obtain any previous academic, attendance, personal history and disciplinary records. <http://louisville.edu/kent/programs/bsw/Release%20and%20Waiver.pdf>

\_\_\_\_\_ If you have been convicted of a felony, please include a description of the circumstances and outcomes of the conviction. Please note that prior convictions for criminal offenses may preclude one's ability to be licensed as a social worker in many states. In addition, many practicum sites require background checks and periodic drug screenings. Any negative findings that affect agency placement may also prevent successful completion of the requirements for the degree. Applicants should consider these barriers in their educational planning. The applicant may contact the Kentucky Board of Social Work at **502.564.2350** to inquire about whether his or her particular circumstances warrant concern about future licensing.

\_\_\_\_\_ **Current resume that includes the following information:** any places of employment and volunteer experiences that you have had in the last 2 years, dates of employment or volunteer experience, job title or position held, description of job responsibilities. The resume should be in a standard resume format, as if you were applying for a job. See <http://career-advice.monster.com/resumes-cover-letters/resume-samples/sample-resume-social-worker/article.aspx> for a professional social worker's resume. *It is not expected that you will have as much experience as on the example, but the formatting gives an idea of what is appropriate. It is not necessary to list a skill set as in this example, but education and other categories are important.*

\_\_\_\_\_ **Two letters of recommendation** – Supply two letters of reference supporting the student's application and providing information about the student's achievements, interactional skills, maturity, stability, dedication and why you are recommending them for the program. These should be professional references. **No family, friends or friends of the family will be accepted.**

- At least one of your references should come from a professor or someone in an academic setting who knows your work in the classroom environment. This reference should be able to testify to your academic ability and your commitment to achieving a high standard for education.
- The second letter could be from another academic source, employer, volunteer coordinator, or someone who has worked with you and can testify to your work ethic, character, and desire to be a social worker.

These reference letters must be on professional letterhead and/or include a contact phone number for verification.

**The personal statement and resume may be emailed to BSWKENT@louisville.edu as attachments, but note that you must provide a separate original signature on your statement of authenticity. The letters of recommendation may also be emailed to BSWKENT@louisville.edu from your reference's email account, but it must be a professional account, such as their educational institution or place of business. If the recommendation letter is emailed from a personal email account (e.g., aol or yahoo), it must contain contact information in the form of a phone number so that the reference can be verified.**

**If you are interested in applying for the Public Child Welfare Certification Program, you must have already received confirmation of admission into the BSW Program. Please make your intentions known to the Admissions Committee in your personal statement, and someone will contact you about the application process.**

For more information on this certification program, see the brochure that can be found on the website <http://louisville.edu/kent/programs/bsw>. After reading the brochure and deciding you would like to be considered for this program and accompanying scholarship, please submit the required materials by the next deadline date. All PCWCP forms can be found at <http://louisville.edu/kent/programs/bsw>.

*Questions?*

Contact 502-852-8039 or [bswkent@louisville.edu](mailto:bswkent@louisville.edu)