



## 2024 BACHELOR OF ARTS IN SOCIAL WORK (BASW) ADMISSION APPLICATION

### APPLICATION INSTRUCTIONS

University Application Deadline (Transfer Applicants Only): Thursday, November 30, 2023

School of Social Work Application Deadline (All Applicants): Friday March 1, 2024

Please review the BASW Admissions information on our School of Social Work [website](#).

All applicants are required to submit (either via mail or hand delivery) a supplemental BASW application packet to the School of Social Work Admissions Office by March 1, 2024. Applicants should read the entire application carefully for full instructions as they are expected to provide complete and accurate information.

The School of Social Work and the School will not process any application that is missing documents or information. The supplemental 2024 BASW application packet must include the following:

- a complete 2024 BASW Admission Application (signed and dated);
- an autobiographical statement (instructions included in the application);
- Two (2) 2024 Reference Forms (forms and instructions included in the application).

Please make a copy of the application for your records.

Mailed applications must be postmarked on or before March 1, 2024. You may either mail your application packet to the address below (with a clear postmark) or hand-deliver it to our School of Social Work office. Your application materials must be submitted in an envelope with the following address (whether sent by mail or hand-delivered):

California State University, Long Beach  
School of Social Work – BASW Admissions  
1250 Bellflower Blvd.  
Long Beach, CA 90840-4602



## 2024 BACHELOR OF ARTS IN SOCIAL WORK (BASW) ADMISSION APPLICATION

### APPLICATION CHECKLIST

- School of Social Work Fall 2024 BASW Application (signed and dated)
- Autobiographical Statement
- Two School of Social Work BASW Reference Forms (separate, sealed & signed envelopes – see page
- 13) Prerequisite Courses Complete or In-Progress (Spring 2024 Deadline)
- Official Transcripts submitted to University Enrollment Services (Transcript Deadline: consult University Enrollment Services)
- Transfer Applicants: University Admission Application at [Cal State Apply](#)

### SECTION ONE: APPLICANT INFORMATION

1. CSULB 9-DIGIT CAMPUS ID# (REQUIRED)

2. BIRTHDATE (MM/DD/YEAR)

3. FIRST, MIDDLE AND LAST NAME

4. STREET ADDRESS (PLEASE INCLUDE STREET, CITY, STATE AND ZIP CODE)

5. PHONE NUMBERS (PLEASE INCLUDE BOTH CELL PHONE AND HOME PHONE)

6. EMAIL ADDRESS

7. GENDER (PLEASE SELECT YOUR GENDER. IF OTHER, PLEASE SELECT "OTHER" AND SPECIFY)

FEMALE

MALE

TRANSGENDER

DECLINE TO STATE

OTHER

8. ETHNICITY (PLEASE SELECT YOUR ETHNICITY OR ETHNICITIES)

- AFRICAN AMERICAN/OTHER BLACK
- AMERICAN INDIAN/NATIVE AMERICAN
- ASIAN AMERICAN/OTHER ASIAN
- CHICANO/MEXICAN-AMERICAN
- PUERTO RICAN
- OTHER LATINO(A)/HISPANIC
- PACIFIC ISLANDER/NATIVE HAWAIIAN
- WHITE/CAUCASIAN
- MULTIPLE RACE/ETHNICITY

OTHER (SPECIFY)

DECLINE TO STATE

9. UNITED STATES CITIZENSHIP STATUS

Please indicate your Citizenship status below.

Note: If you are applying as an international student and do not have Permanent Resident status, you must contact the Center for International Education at 562-985-5555 or [cie-admission@csulb.edu](mailto:cie-admission@csulb.edu). This is a critical step in the admission process.

- CITIZEN       PERMANENT RESIDENT       DACA       OTHER (SPECIFY)

**SECTION TWO: ACADEMIC INFORMATION**

**1. LAST NAME, FIRST NAME AND CSULB ID#**

PROGRAM PLAN

The School of Social Work offers a full-time day program and a full-time evening program for BASW students.

**2. PROGRAM PLAN**

Which program are you applying for?

- FULL-TIME DAY       FULL-TIME EVENING       NO PREFERENCE

**3. TRANSFER STUDENTS**

Are you a 2023 Transfer Student?

- YES

TRANSFER SCHOOL

- NO

**4. GRADE POINT AVERAGE**

Applicants must have completed 60-units prior to starting the program. Please list the total number of units you will have completed by the end of Spring 2023.

GPA       NUMBER OF UNITS

ACADEMIC RECORD

**5. ACADEMIC RECORD (PLEASE INCLUDE THE COLLEGE/UNIVERSITY, DATES ATTENDED, MAJOR AND DEGREE COMPLETED)**

List all of your academic work beyond high school below. An official transcript from each institution must be submitted directly to University Enrollment Services upon their request.

**PREREQUISITE COURSES**

You must complete the following prerequisite courses by the end of the spring semester/quarter prior to the fall semester for which you are applying. You must earn a grade of "C" or better in each prerequisite course, and you must have a minimum cumulative GPA of 2.5 for all three prerequisite courses. Fill in the information for each prerequisite course below and indicate whether you have completed the course or are currently taking the course.

6. HUMAN BIOLOGY OR HUMAN ANATOMY & PHYSIOLOGY

COURSE NUMBER

COURSE TITLE

COLLEGE/UNIVERSITY

SEMESTER/YEAR

UNITS

COURSE STATUS/GRADE

COMPLETE     IN-PROGRESS

GRADE

7. GENERAL PSYCHOLOGY

COURSE NUMBER

COURSE TITLE

COLLEGE/UNIVERSITY

SEMESTER/YEAR

UNITS

COURSE STATUS/GRADE

COMPLETE     IN-PROGRESS

GRADE

8. ELEMENTARY STATISTICS

COURSE NUMBER

COURSE TITLE

COLLEGE/UNIVERSITY

SEMESTER/YEAR

UNITS

COURSE STATUS/GRADE

COMPLETE     IN-PROGRESS

GRADE

CO-REQUISITE COURSES

By the end of the first two semesters in the BASW Program, the following must be completed successfully. Please indicate if you have already completed the following.

9.  GRADUATION WRITING ASSESSMENT REQUIREMENT

10.  ABNORMAL PSYCHOLOGY

**SECTION THREE: WORK EXPERIENCE/ RÉSUMÉ**

List your most recent job/volunteer experience first. Provide a detailed description of your job duties. Attach additional pages if necessary. You may also attach a résumé in place of filling in the boxes below; however, please make sure your résumé reflects the information below. If you choose to attach your résumé, please write "See Résumé" in the space below. Please note that students are not given credit toward degree requirements for life experience.

11. POSITION #1

TYPE OF POSITION

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PAID       VOLUNTEER       FIELD WORK (INTERNSHIP)

PLACE OF EMPLOYMENT

YOUR TITLE

SUPERVISOR/TITLE

STREET ADDRESS (PLEASE INCLUDE STREET, CITY, STATE AND ZIP CODE)

YOUR DUTIES

START DATE

END DATE

WAS YOUR SUPERVISOR A: (CHOOSE ONE)

BASW       MSW       LCSW       PH.D. IN SOCIAL WORK       NONE OF THESE OPTIONS

12. POSITION #2

TYPE OF POSITION

PAID       VOLUNTEER       FIELD WORK (INTERNSHIP)

PLACE OF EMPLOYMENT

YOUR TITLE

SUPERVISOR/TITLE

STREET ADDRESS (PLEASE INCLUDE STREET, CITY, STATE AND ZIP CODE)

YOUR DUTIES

START DATE

END DATE

WAS YOUR SUPERVISOR A: (CHOOSE ONE)

- BASW     MSW     LCSW     PH.D. IN SOCIAL WORK     NONE OF THESE OPTIONS

13. AGENCY EMPLOYMENT

Are you currently working for one of the following agencies?

- L.A. COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
 LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
 ORANGE COUNTY SOCIAL SERVICES AGENCY

OTHER PUBLIC CHILD WELFARE OR SOCIAL SERVICE AGENCY

14. STIPEND

Please indicate interest in applying for the CalSWEC Child Welfare Stipend\*.

\*Information on the CalSWEC Stipend can be found on the School of Social Work [website](#).

- CALSWEC PUBLIC CHILD WELFARE PROGRAMS

SECTION FOUR: AUTOBIOGRAPHICAL STATEMENT

15. AUTOBIOGRAPHICAL STATEMENT



You must include an Autobiographical Statement in your application packet. It should be typed, double-spaced, 12 pt. font, 2 - 4 pages in length and address the questions and areas of discussion on page 13 of this application. Carefully read and follow the instructions and guidelines provided on page 12.

### SECTION FIVE: REFERENCES

You must include two (2) completed School of Social Work 2024 BASW Reference Forms in your application packet (see page 13). Letters on official letterhead can be attached to the form. One reference must be from an academic source and one reference must be from a professional source. A reference from your current supervisor is preferred, especially if social work-related (i.e. work, volunteer, or internship). Personal references from friends, family, and neighbors are not acceptable. The person completing the reference should place the Reference Form in a sealed envelope, sign his/her name across the sealed flap, and provide it to you for submission in your packet.

#### 16. REFERENCE #1: NAME

TITLE

INSTITUTION/ORGANIZATION

RELATIONSHIP

REFERENCE TYPE

PROFESSIONAL       ACADEMIC

#### 17. REFERENCE #2: NAME

TITLE

INSTITUTION/ORGANIZATION

RELATIONSHIP

REFERENCE TYPE

PROFESSIONAL       ACADEMIC

**SECTION SIX: LEARN ABOUT PROGRAM**

18. HOW DID YOU LEARN ABOUT THE CSULB SCHOOL OF SOCIAL WORK? (CHECK ALL THAT APPLY)

CSULB SCHOOL OF SOCIAL WORK INFORMATION MEETING

SCHOOL OF SOCIAL WORK WEBSITE

PERSONAL REFERENCE

PROFESSIONAL/STUDENT FAIR

LOCATION

PRESENTATION AT PLACE OF EMPLOYMENT

LOCATION

OTHER

**SECTION SEVEN: APPLICATION INFORMATION**

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION AND SIGN/DATE ON THE SIGNATURE LINE.

The applicant is responsible for assembling the application packet prior to submitting it to the School of Social Work Admissions Office. The application packet must include the following: pages 2 through 11 of this 2024 application, an autobiographical statement, and two (2) School of Social Work 2024 BASW Reference Forms in separate, sealed & signed envelopes. All materials submitted to the School of Social Work become official University property. Official Transcripts must be submitted to University Enrollment Services once the applicant has been instructed to do so. Incomplete and late applications will not be evaluated.

The School of Social Work determines the field work agencies to which students will be assigned, and the majority of field work agencies are located in low income, urban areas. If admitted to the BASW program, the student agrees to accept the field work placement assigned by the field faculty of the School. Once admitted, students are not allowed to switch from daytime to evening courses or vice versa, except with the permission of the Undergraduate Program Director.

Admitted students must complete the co-requisite requirements (i.e. completion of Writing Proficiency Examination-WPE and Abnormal Psychology course) by the end of the junior year. In addition, all Social Work courses must be completed with a grade of "C" or better, and all practicum and field experience course must be completed with a "CR" (credit grade), as well.

**\*\*Please be aware that as Social Workers, we are mandated by law to report incidents of child or older adult abuse.\*\***

Your signature below certifies that you have read and understood the above statements and that all materials you have submitted for consideration are complete and accurate.

19. APPLICANT SIGNATURE AND DATE (ORIGINAL SIGNATURE REQUIRED, NO ELECTRONIC SIGNATURES ACCEPTED)

California State University, Long Beach provides equal opportunity in education without regard to race, color, national origin, sex, gender, sexual orientation or disability in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 604 of the Vocational Rehabilitation Act of 1973.

**SECTION EIGHT: APPLICATION DELIVERY INSTRUCTIONS**

You may either mail your application packet to the address below (with a clear postmark) or hand-deliver it to our School of Social Work office. Your application materials must be submitted in an envelope with the following address (whether sent by mail or hand-delivered):

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Long Beach, CA 90840-4602

## SECTION NINE: AUTOBIOGRAPHICAL STATEMENT GUIDELINES

The Autobiographical Statement allows the applicant an opportunity to fully express their interest in professional social work education. The Autobiographical Statement should be typed, double-spaced, 12 pt. font, 2 - 4 pages in length and address the questions and areas of discussion below. Be sure to proofread your final draft.

1. Please give your reasons for selecting social work as your major.
2. How and when did your interest in social work develop?
3. What is your understanding of the social work profession?
4. What do you expect to gain from the social work major?
5. What personal qualities do you have that will assist you to:
  - Work with individuals, families, groups and/or communities
  - Reach your career goals in social work
6. Social work often involves assisting individuals, families, groups and communities in problem solving. Give a brief discussions of a problem you have encountered in an employment or volunteer situation and how you resolved it. If you have neither employment nor volunteer experience, you may discuss a personal challenge that you faced.



## 2024 BACHELOR OF ARTS IN SOCIAL WORK (BASW) REFERENCE FORM

PROFESSIONAL REFERENCE

ACADEMIC REFERENCE

### SECTION ONE: INSTRUCTIONS TO THE APPLICANT

You must first complete Section One of this form (including the waiver box) and then provide the form to your reference with an envelope. The reference must return the completed reference form (3 pages) to you in a sealed envelope with his/her signature across the sealed flap. (The reference may include a letter in addition to this reference form, but a letter cannot be submitted in place of this reference form.) You must then submit the sealed envelope with your application packet to the CSULB School of Social Work. Please note that we reserve the right to contact the Reference for clarification and/or verification.

1. APPLICANT NAME

2. DATE OF REQUEST

3. REFERENCE NAME

4. REFERENCE OCCUPATION

5. REFERENCE STREET ADDRESS (PLEASE INCLUDE STREET, CITY, STATE AND ZIP CODE)

6. REFERENCE PHONE NUMBER

7. REFERENCE EMAIL ADDRESS

### APPLICANT RIGHTS WAIVER

Note: The following must be completed and signed (with original signature) by the applicant before forwarding this form to the reference.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, the applicant, if admitted and enrolled, will be entitled to access the information provided on this form unless the applicant waives their right to review this reference.

8. RIGHTS WAIVER (PLEASE CHECK ONE)

I WAIVE MY RIGHT TO REVIEW THIS REFERENCE.

I DO NOT WAIVE MY RIGHT TO REVIEW THIS REFERENCE.

In accordance with the Family Educational Rights and Privacy Act of 1974, I give permission to release confidential information for the purpose of application to the CSULB Bachelor of Arts in Social Work Program.

9. APPLICANT SIGNATURE AND DATE (ORIGINAL SIGNATURE REQUIRED, NO ELECTRONIC SIGNATURES ACCEPTED)

**SECTION TWO: INSTRUCTIONS TO THE REFERENCE**

The above-named individual has applied for admission to the Bachelor of Arts in Social Work Program at California State University, Long Beach. Your assessment of the applicant will assist the Admissions Committee. This form is required, but you are welcome to include a letter in addition to this form. Please complete both pages and place the completed form in a sealed envelope, sign your name across the sealed flap, and return the sealed envelope to the applicant for submission to the CSULB School of Social Work.

1. HOW LONG AND IN WHAT CONNECTION HAVE YOU KNOWN THE APPLICANT?

2. LIST SKILLS THAT DEMONSTRATE THE APPLICANT'S POTENTIAL IN THE SOCIAL WORK PROFESSION.

3. LIST AREAS THAT NEED DEVELOPMENT AND/OR CHARACTERISTICS THAT MAY HINDER THE APPLICANT'S EFFECTIVENESS AS A SOCIAL WORKER.

### REFERENT RECOMMENDATION

4. PLEASE INDICATE YOUR OVERALL RECOMMENDATION BY CHECKING THE APPROPRIATE BOX.

I HIGHLY RECOMMEND THE APPLICANT FOR YOUR PROGRAM WITHOUT RESERVATION AS AN EXCELLENT PROSPECT.

I RECOMMEND THE APPLICANT AS A GOOD PROSPECT.

I HAVE SOME RESERVATIONS, BUT THINK THE APPLICANT SHOULD BE GIVEN A CHANCE TO PROVE THEMSELVES.

PLEASE CONTACT ME:

I THINK THE APPLICANT IS NOT SUITED FOR YOUR PROGRAM.

PLEASE CONTACT ME:

5. REFERENT SIGNATURE AND DATE (ORIGINAL SIGNATURE REQUIRED, NO ELECTRONIC SIGNATURES ACCEPTED)

**REFERENCE FORM DELIVERY INSTRUCTIONS**

Please give this Reference Form to the applicant in a sealed envelope with your signature across the seal. Feel free to make further comments on additional sheets and attach to this form.

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