BSW APPLICATION INSTRUCTIONS

ADMISSION REQUIREMENTS

To be considered for admission, the applicant must:

1. Be admitted (or in the process of being admitted) to the University of Hawai‘i at Mānoa
2. Have completed (or be in the process of completing) the University of Hawai‘i at Mānoa General Education Core requirements
3. Have completed (or be in the process of completing) the knowledge-base courses identified by the School of Social Work with a grade of C or better
4. Have a minimum cumulative grade point average of 2.5
5. Provide evidence of motivation for and commitment to social work (e.g., personal, volunteer, and/or social work–related experience).

To apply for admission to the UH Mānoa campus, see http://manoa.hawaii.edu/admissions/transfer.html.

The UH Mānoa General Education Core Requirements consist of the foundation (FW, FS, 2 FG) and diversification (2 DA/DH/DL, DB, DP, DY, and 2 DS) requirements, as described in the UHM Catalog – see http://www.catalog.hawaii.edu/corerequirements/coreRequirements.html#core.

Social Work Knowledge-Base Courses consist of:

- PHIL 110 (Introduction to Deductive Logic) or PHIL 111 (Introduction to Inductive Logic)
- Political Science – Any political science course
- Psychology – Any psychology course
- Biological science course emphasizing human biology/development

See BSW Program – Biological Science Courses at https://www.hawaii.edu/sswork/bsw-forms.html for a list of pre-approved UH courses that will fulfill this requirement.

- SW 200, The Field of Social Work

HOW TO APPLY

Required BSW application materials to be submitted to the Myron B. Thompson School of Social Work:

☐ Myron B. Thompson School of Social Work Application for Admission to the BSW Program
  Must be signed - Application will not be accepted without your signature at the bottom of the 2nd/back page.
  Distance Education (DE) applicants: No spring (early) admission for the DE option. This option is currently available only to student in the state of Hawai‘i. DE students will be required to have internet access and an up-to-date computer that meets the minimum requirements specified by the program (contact sswde@hawaii.edu).

☐ Resume
  See BSW APPLICATION RESUME GUIDELINES for preferred format and required information.

☐ Statistical Information Form
  Required from all applicants for statistical reporting purposes. This form is permanently separated from your application before review.

☐ Personal Statement
  Must address the areas identified in the BSW APPLICATION PERSONAL STATEMENT GUIDELINES provided.
  Note the additional question (#7) for applicants to the Distance Education (DE) option.
☐ **Official transcripts** from every college and university attended in sealed and signed envelopes.  
*Exception:* Official transcripts are not required for courses taken at any of the campuses within the UH system. This includes UH community colleges, UH Hilo, UH Maui College, and UHWO.

Official transcripts are original sealed documents issued by the college or university that bear the signature of the registrar and the embossed seal or official stamp of the issuing institution. Please note that official transcripts for all courses taken at non-UH system colleges/universities must be sent with your BSW application even if they were already submitted to UH Mānoa at the time of application to the University and/or appear as transfer credits on your record.

☐ **Three (3) completed Letter of Recommendation Forms** in sealed envelopes with the recommender’s signature across the seal of the envelope.

Three (3) Letter of Recommendation forms are required from individuals who can attest to your qualifications for this program. The form (provided with the application packet or downloaded from our website) must be completed by each recommender. Current/former college instructors and professional social workers who have supervised you are preferred recommenders. You may also include practicum instructors and academic advisors. In lieu of those options, other appropriate recommenders might include current/former employers, supervisors, or professional colleagues. *Do not use personal friends or relatives.*

For each of your recommendations, complete the applicant section in the box on the cover page of the Letter of Recommendation form. If you wish to waive your right to access the recommendation, sign in the space indicated. Give each person acting as a recommender the Letter of Recommendation form and an envelope addressed to you. Ask each recommender to complete the form, sign it, seal it in the envelope, sign their name across the sealed flap, and return the sealed and signed envelope to you. Include the three signed, sealed envelopes in your application packet. *Recommendations received without a completed Letter of Recommendation form or improperly sealed and/or unsigned will be considered invalid for admissions purposes.*

We strongly suggest that the people who write your recommendations keep a copy of their Letter of Recommendation form for their records.

*Letters of Recommendation are kept on file for two years and can only be reused with written consent from the recommender.*

☐ **School of Social Work BSW Financial Aid Application (optional)**

Will be reviewed in March/April for the next academic year.

*Please collect and submit all required BSW application materials as a single packet. It is each applicant’s responsibility to submit all required materials to the appropriate offices by the application deadline. It is also a good idea to keep copies of all documents submitted and to ask your references to keep a copy of their letters of recommendation as well. If you will be mailing your application, we suggest that you use registered or certified mail. We will notify you after your completed application packet has been received.*

**Submit** completed School of Social Work BSW application and other required materials to:

University of Hawai‘i at Mānoa  
Myron B. Thompson School of Social Work  
2430 Campus Road, Gartley Hall 203  
Honolulu, Hi 96822  
Attn: BSW Admissions

**DEADLINE** for submission of ALL application materials:

OCTOBER 1 for Spring (early) admission  
FEBRUARY 1 for Fall admission  
(or the next business day if the deadline falls on a weekend or holiday)

Applicants who are not attending the University of Hawai‘i at Mānoa at the time of application must also submit an application to the UH Mānoa Office of Admissions to apply to the UH Mānoa campus – see [http://manoa.hawaii.edu/admissions/transfer.html](http://manoa.hawaii.edu/admissions/transfer.html). Please note that the UH Mānoa Office of Admissions and the School of Social Work applications are separate, and each requires its own set of official transcripts (for non-UH system courses only, as described above).

**International applicants** should contact the UH Mānoa Office of Admissions for any additional admission requirements and deadlines. See [http://manoa.hawaii.edu/admissions/international.html](http://manoa.hawaii.edu/admissions/international.html).