

**UPPER DIVISION APPLICATION PROCESS  
BACHELOR OF ARTS IN SOCIAL WORK (BASW) PROGRAM  
DAEMEN UNIVERSITY**

Your admission to Daemen University, identification as a Social Work major, and completion of various course requirements initially qualifies you to apply to upper division courses in the Social Work program. Access to junior- and senior-level social work courses is based on formal acceptance into the program and requires the submission of the following items:

- 1.) Application Form
- 2.) Two letters of reference (form provided)
  - a. One Academic (professor, teacher)
  - b. One Professional (job or volunteer supervisor)
- 3.) Personal Statement
- 4.) Self-Assessment Form (form provided)
- 5.) Signed Background Checks and Screening Statement Form
- 6.) Signed Upper Division Student Contract

Please submit all materials either in person to the Social Work Office in Curtis Hall or via email to [psiebold@daemen.edu](mailto:psiebold@daemen.edu) on or before **3pm the second Friday in February**.

Reference letters should be submitted in a sealed envelope with the reference provider's signature written across the back flap or emailed directly to [psiebold@daemen.edu](mailto:psiebold@daemen.edu).

Be sure to include your full name on all your materials.

Following submission, students will receive information about how to schedule their upper division interview. Interviews will be held shortly after all materials are received and will include members of the faculty and the Social Work Community Advisory Board.

**Should you have any questions about the Social Work Upper Division Application Process, please contact the BASW Program Director.**