



## Admission to the Social Work Program

Students are admitted based on a variety of factors (i.e. GPA, written statement, background check results, prior courses completed, etc.).

Application for admission to the Social Work Program is required of all students desiring to progress toward a social work major. Admission to the Social Work Program is competitive. Students may apply to the major at the completion of the sophomore year and after completing or with current enrollment in required prerequisite goal areas and courses.

The following criteria must be met for an applicant to be eligible for consideration for admission to the social work major:

1. A minimum completion of 61 credit hours with a minimum GPA of 2.5 for the semester at the time of application.
2. Completion of or with current enrollment in the following goal areas and departmental requirements: Goals 1, 3, 4, 11, and 12. SOC 2248, SOWK 2271, SOWK 2272, and MATH 1153 with a minimum grade of "C" in each course.
3. Completion of the Application for admission to Social Work Major including a \$30 application fee (**Check or Money order only**), a three- to five-page typed statement explaining why you would like to be a social worker and why you might be a good fit for the Social work Program at Idaho State University, and an unofficial copy of your transcript. See online application form for further details, at <http://www.isu.edu/departments/sociolog/docs/swapp.pdf>.
  - In your statement you may want to consider your life experiences, educational background, specific personal skills, commitment to the social work profession, job history, and any other relevant information.
  - The application fee is nonrefundable.
  - Make check or money order payable to: ISU, Department of Social Work.
4. Students must have a background check performed by [CertifiedBackground.com](http://CertifiedBackground.com). Student instructions for ordering your background check online are on page 3 of the application. The cost to the student is approximately \$45.00 (**attach confirmation page**). The criminal history check must be "in progress" or completed before application is submitted. A background check conducted by the Department of Health and Welfare within six months of application to the Social work program is acceptable. Senior practicum agencies may require an additional background check. For further information, please refer to the Faculty/Staff Handbook at [http://www.isu.edu/fs-handbook/part6/6\\_4/6\\_4o.html](http://www.isu.edu/fs-handbook/part6/6_4/6_4o.html).

\*Following acceptance into the Social Work Major, the student must maintain a 2.5 GPA and abide by the policies and procedures outlined in the Social Work Student Handbook posted on the Social Work homepage: <http://www.isu.edu/sociolog/socialwork.shtml>.

### Application Deadline

The above admission procedures must be completed and submitted to the Department of Social Work prior to **February 15** for Fall semester admission, and prior to **October 1** for Spring semester admission.

The Social Work Program does not grant credit for previous life or work experience.

All social work majors are required to meet the above standards before they may enroll in upper division social work courses (those numbered 3000 and above). Pre-social work students enrolled in upper division courses without admission to the major will be withdrawn until major admission requirements have been met.

**Students accepted into the Social Work program will be notified by mail no later than two weeks prior to Fall/Spring pre-registration (For exact date consult your current class schedule).**

(Please see other side for application)

## STUDENT INSTRUCTIONS FOR IDAHO STATE UNIVERSITY – SOCIAL WORK

### About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile**, including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school. Background check results are posted to **CertifiedProfile** upon completion.

### Before Placing Your Order

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

### Place Your Order

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students" then enter package code: **ID40**

You will then be directed to set up your **CertifiedProfile** account.

### View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you need assistance, please contact **CertifiedProfile.com**  
at **888-666-7788** or [studentservices@certifiedprofile.com](mailto:studentservices@certifiedprofile.com) and a Student Support Representative will be  
available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.**

