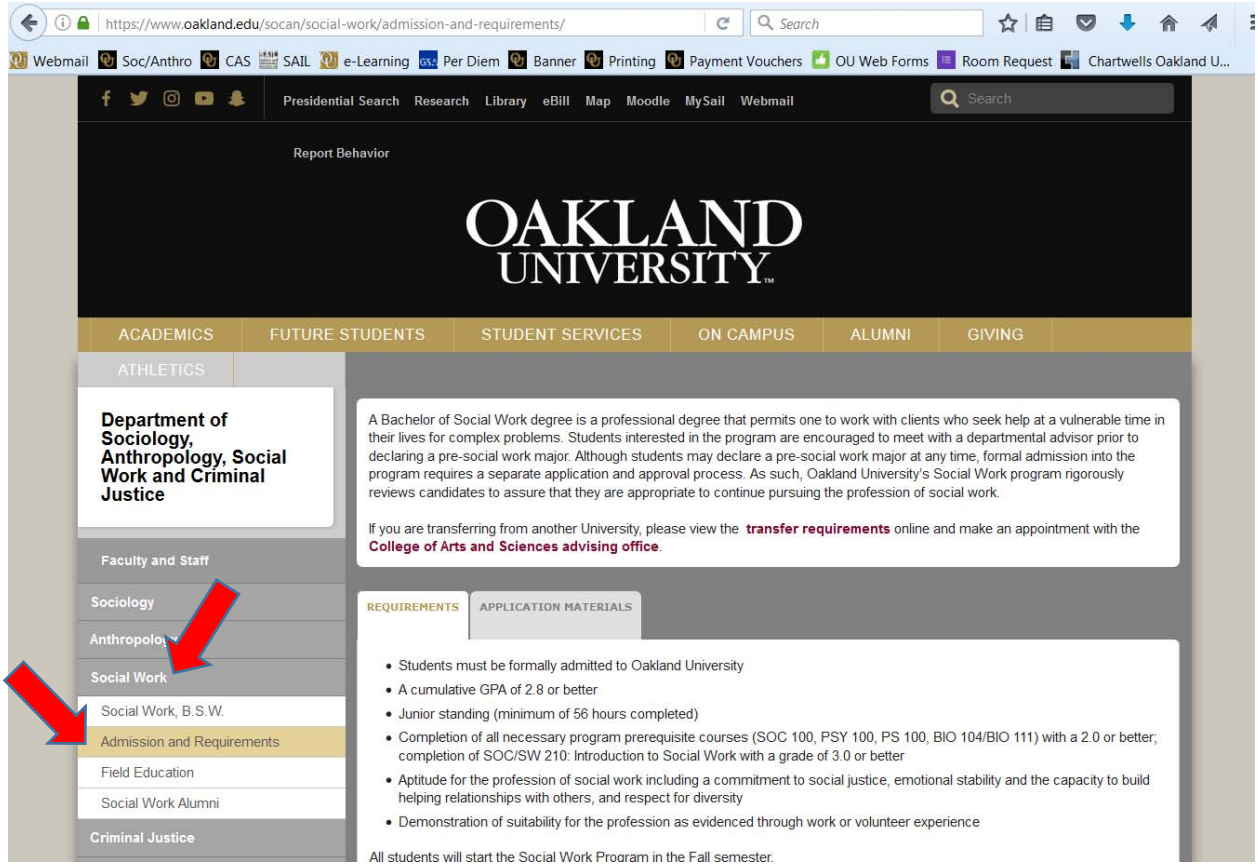
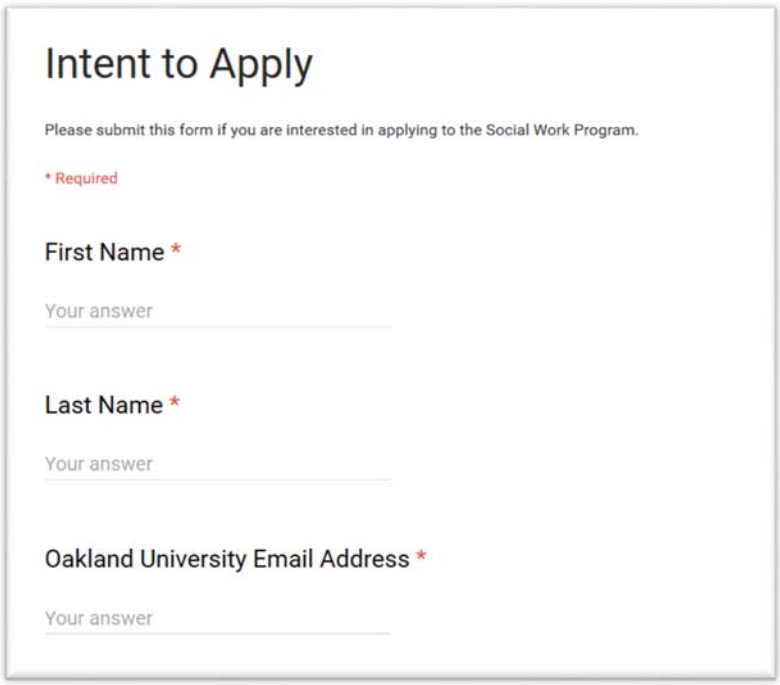
1. Go to: https://www.oakland.edu/socan
2. Click “Social Work”; then “Admission and Requirements”



3. Click the tab labeled “Application Materials”
4. Click on “CLICK HERE FOR ACCESS TO 2017 BSW APPLICATION MATERIALS”. This link will take to you an “Intent to Apply” form.

5. Fill out “Intent to Apply” Form.



Intent to Apply

Please submit this form if you are interested in applying to the Social Work Program.

* Required

First Name *

Your answer

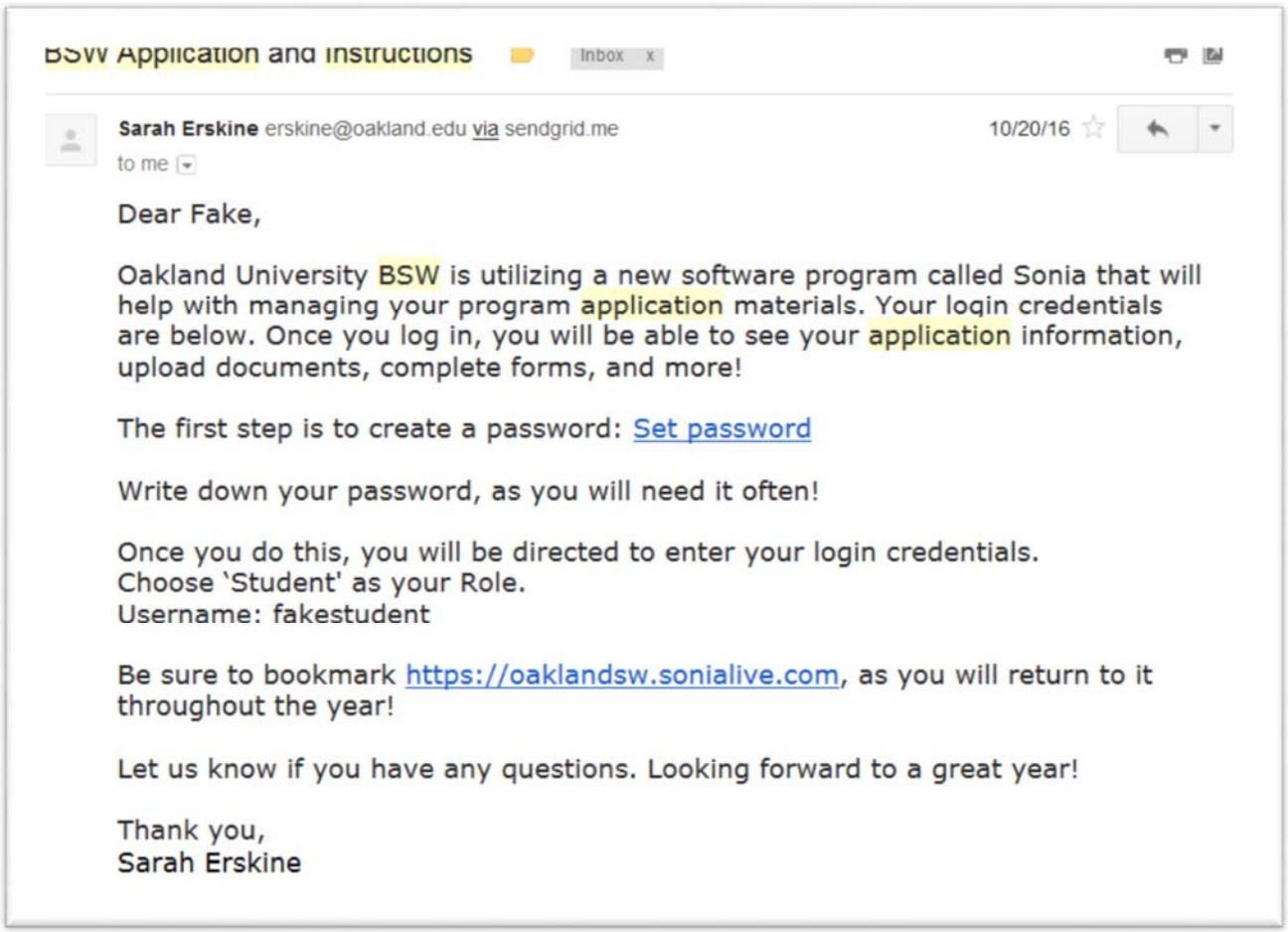
Last Name *

Your answer

Oakland University Email Address *

Your answer

6. Within a few days, you will receive an email with instructions on how to proceed:



BSW Application and Instructions Inbox x

Sarah Erskine erskine@oakland.edu via sendgrid.me 10/20/16

to me

Dear Fake,

Oakland University BSW is utilizing a new software program called Sonia that will help with managing your program application materials. Your login credentials are below. Once you log in, you will be able to see your application information, upload documents, complete forms, and more!

The first step is to create a password: Set password

Write down your password, as you will need it often!

Once you do this, you will be directed to enter your login credentials.
Choose 'Student' as your Role.
Username: fakestudent

Be sure to bookmark https://oaklandsw.sonialive.com, as you will return to it throughout the year!

Let us know if you have any questions. Looking forward to a great year!

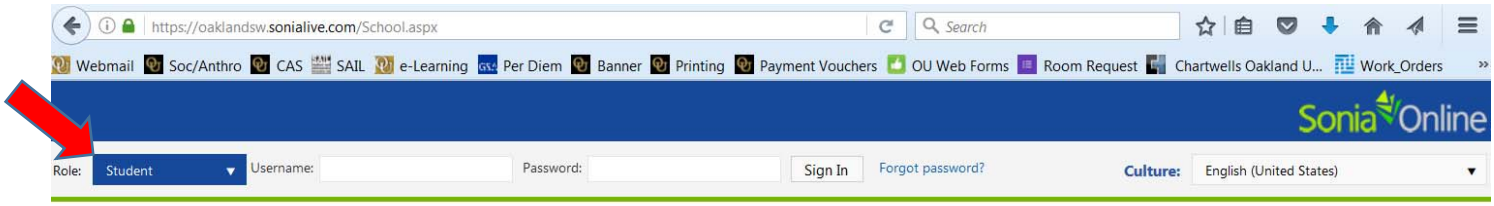
Thank you,
Sarah Erskine

7. The first step as described in the email is to set your password by clicking this link:

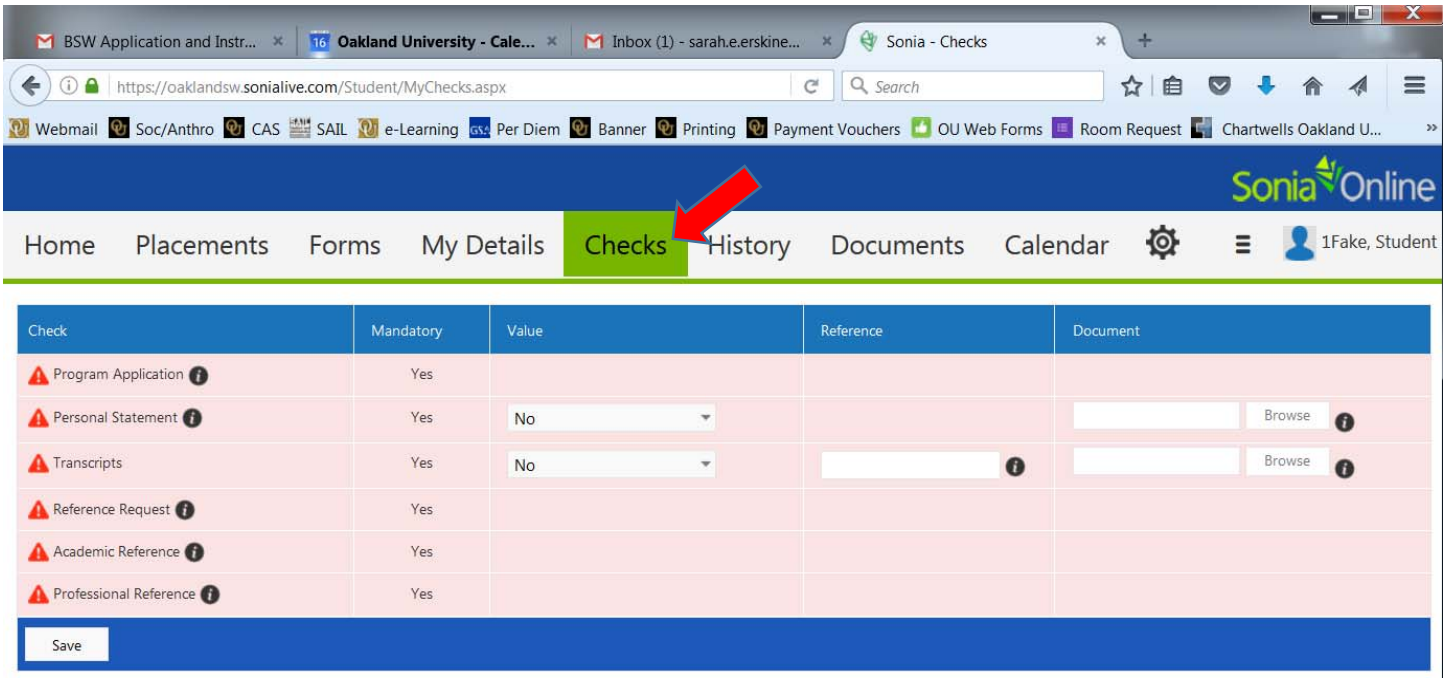
> Oakland University BSW is utilizing a new software program called Sonia that will help with managing your program application materials. Your login credentials are below. Once you log in, you will be able to see your application information, upload documents, complete forms, and more!
>
> The first step is to create a password: Set password
>
> Write down your password, as you will need it often!

8. Now that you have set your password you can log into Sonia using the user name provided in the email:

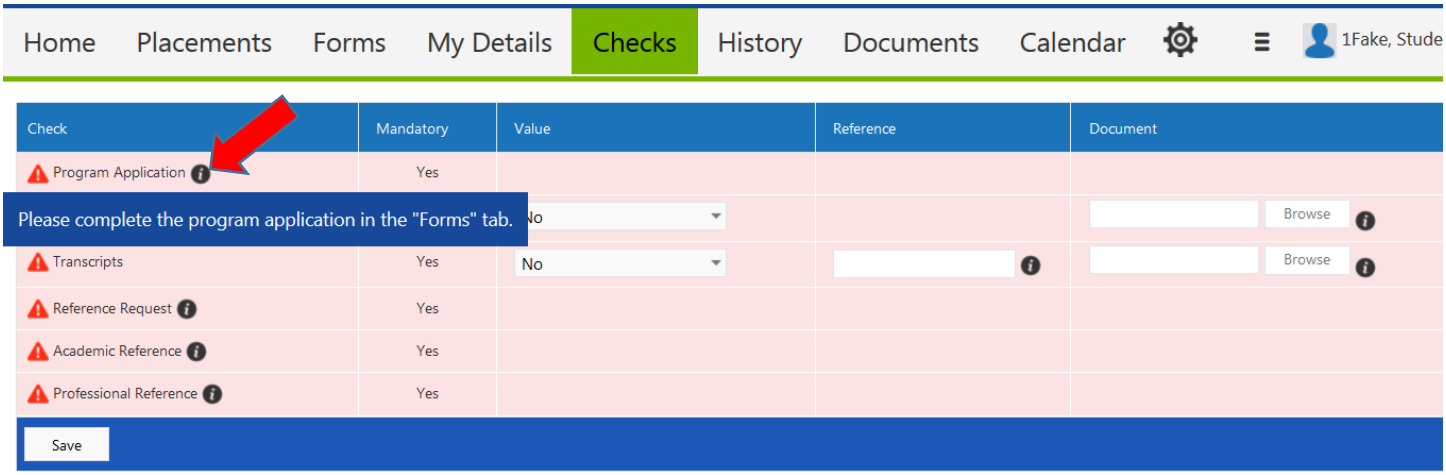
> Once you do this, you will be directed to enter your login credentials.
> Choose 'Student' as your Role.
> Username: [redacted]



9. Click on "Checks"



This is where all of your application materials are listed. Click on any “i” icons for further instructions.



Notes:

- Some of the instructions will direct you to the “Forms” tab (Application, Reference Request), while others are just spaces to upload documents (Personal Statement, Transcripts).
- When your references have completed their form on your behalf, the “Academic Reference” and “Professional Reference” will be updated accordingly.

DUE DATES:

Reference Request – May 15th

All Application Materials – June 1st

Your application must be completed in full by the due date to be considered for admission.

Feel free to contact

Sarah at erskine@oakland.edu

with any questions or concerns!