

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

The screenshot shows the Oakland University website. The navigation menu includes: ACADEMICS, FUTURE STUDENTS, STUDENT SERVICES, ON CAMPUS, ALUMNI, GIVING, ATHLETICS. The left sidebar menu includes: Faculty and Staff, Sociology, Anthropology, Social Work, Social Work, B.S.W., Admission and Requirements, Field Education, Social Work Alumni, Criminal Justice. The main content area is titled 'Department of Sociology, Anthropology, Social Work and Criminal Justice'. It contains a paragraph about the Bachelor of Social Work degree and a list of requirements. Two red arrows point to the 'Social Work' menu item and the 'Admission and Requirements' sub-menu item.

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

The screenshot shows the 'Application Materials' page. The 'APPLICATION MATERIALS' tab is selected. The main heading is 'CLICK HERE FOR ACCESS TO 2017 BSW APPLICATION MATERIALS'. Below the heading, there is a list of requirements for applicants. A red arrow points to the 'APPLICATION MATERIALS' tab, and another red arrow points to the 'CLICK HERE FOR ACCESS TO 2017 BSW APPLICATION MATERIALS' link.

**REQUIREMENTS**    **APPLICATION MATERIALS**

## CLICK HERE FOR ACCESS TO 2017 BSW APPLICATION MATERIALS

As an applicant, you will be providing the following information to apply to the Social Work Program.

1. Application for Admission.
2. Personal Statement: This statement will be carefully read and assessed as one of several criteria used to evaluate each applicant. The statement should be approximately two to four typewritten, doubled spaced pages in length. Be sure to address each of the questions listed on the form. Here is a **preview of the personal statement instructions** that you will find in the Sonia software.
3. Transcripts: You will need to attach copies of your student-issued unofficial transcripts from ALL universities attended. You will have to request an official transcript that is sent to you (the student) and scan that document to upload. For an example of a student issued transcript, **click here**. If you are a current OU student, you may attach an unofficial copy of your OU transcripts (from SAIL). However if you have transferred into OU, please provide transcripts of all universities/colleges attended. If you have questions, please contact Sarah Erskine at [erskine@oakland.edu](mailto:erskine@oakland.edu). Please note, applications missing transcripts will be considered incomplete.
4. Reference Request Form: Please fill out this form with the contact information for two references (one academic - ideally your SW 210 professor, and one volunteer/work - no personal references). The program will contact them and solicit your letter of reference. You must submit this form by **MAY 15th** in order to give your references ample time to respond. Please note, your reference cannot be a family or friend.

*Deadline for the completed application for admission to the Social Work Program is **June 1**. All application materials (application, references forms from recommenders, personal statement, and transcripts) must be turned in by June 1 to be considered for fall admissions. It is the applicant's responsibility to ensure all application materials are turned in and submitted by the deadline. Incomplete applications will not be considered.*

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 \_\_\_\_\_

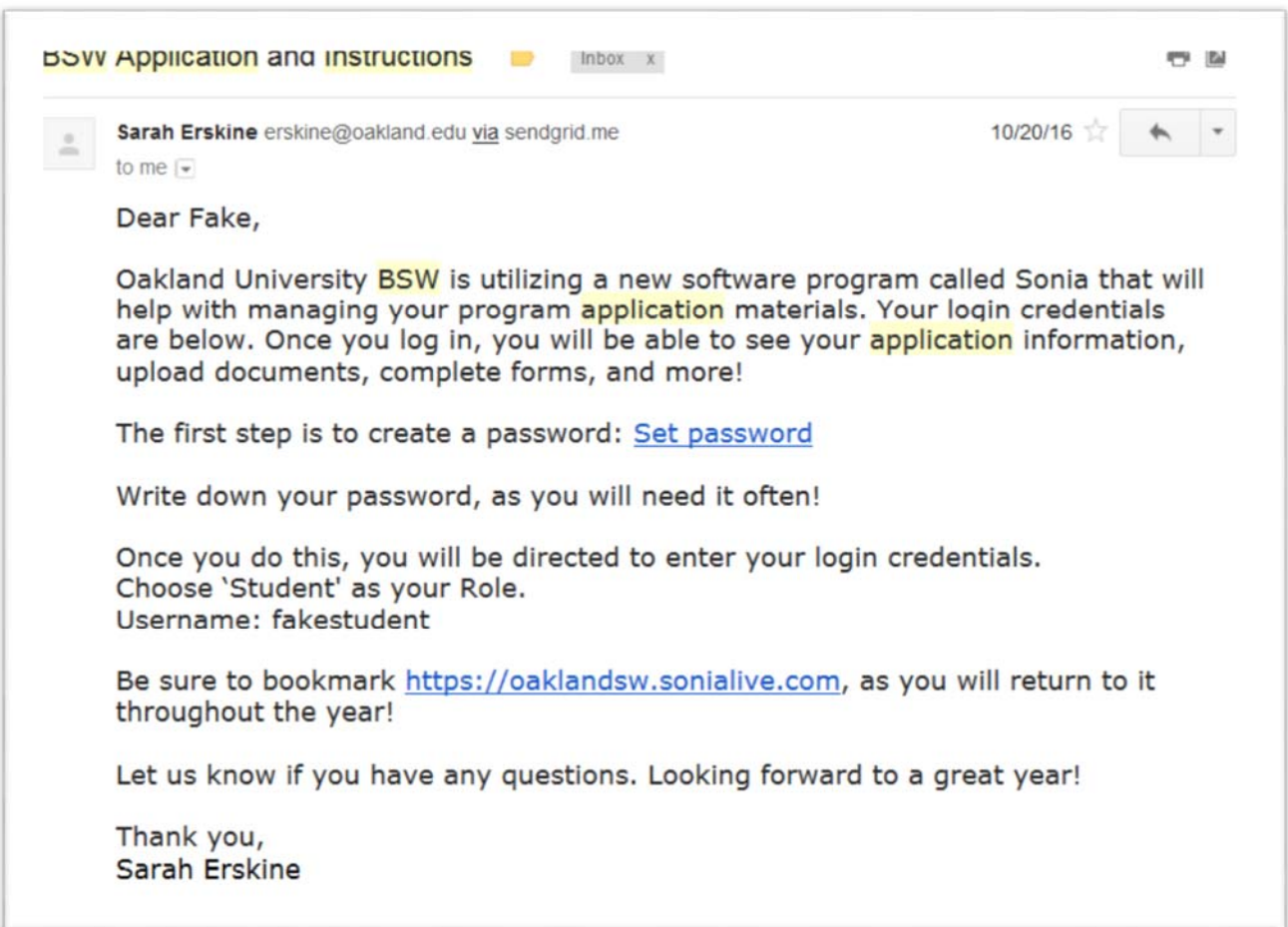
**Last Name \***

Your answer \_\_\_\_\_

**Oakland University Email Address \***

Your answer \_\_\_\_\_

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



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

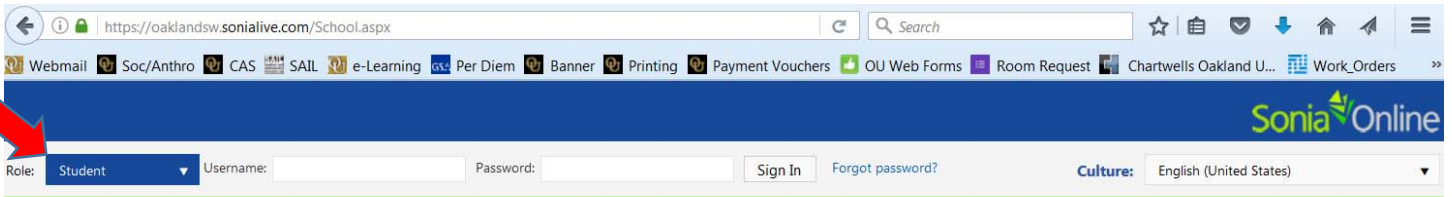
Oakland University BSW is utilizing a new software program called Sonia that will help with managing your program application materials. Your login credentials are below. Once you log in, you will be able to see your application information, upload documents, complete forms, and more!

The first step is to create a password: [Set password](#)

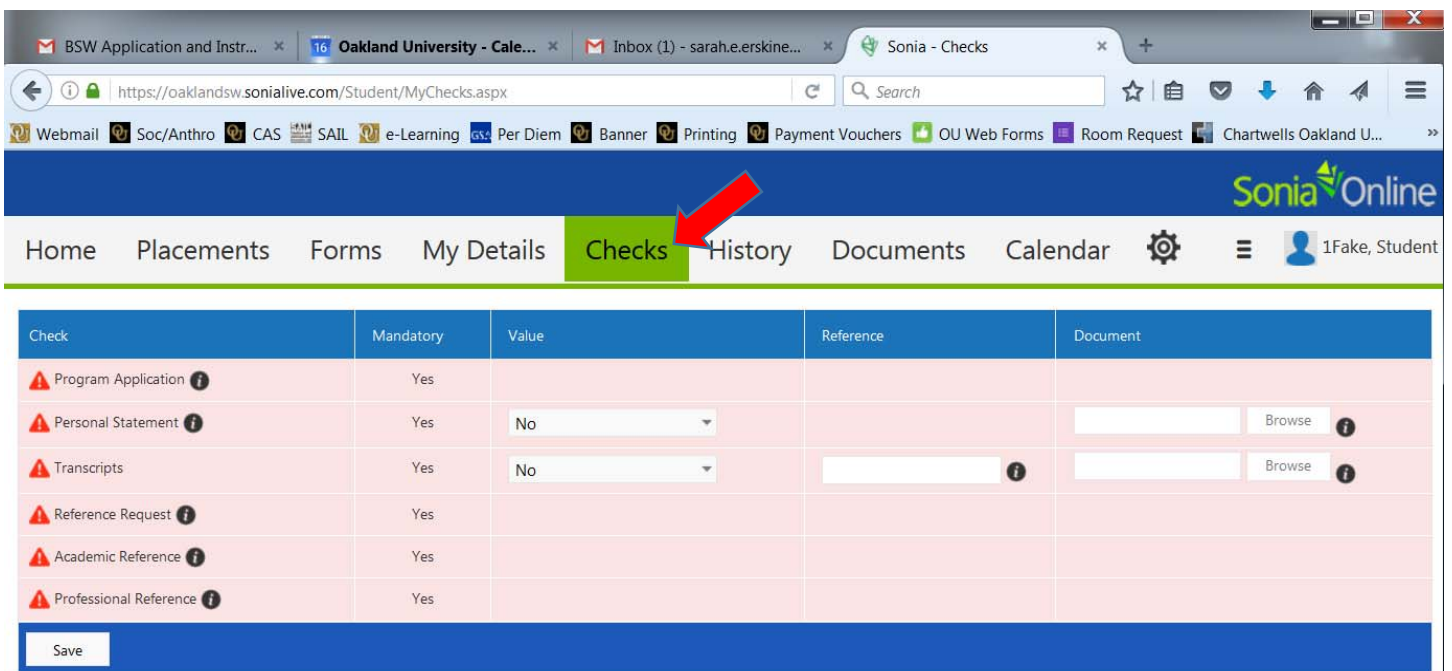
Write down your password, as you will need it often!

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: **1fakestudent**



9. Click on "Checks"



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

Check	Mandatory	Value	Reference	Document
⚠ Program Application ⓘ	Yes	No		<input type="text"/> Browse ⓘ
⚠ Transcripts	Yes	No	<input type="text"/> ⓘ	<input type="text"/> Browse ⓘ
⚠ Reference Request ⓘ	Yes			
⚠ Academic Reference ⓘ	Yes			
⚠ Professional Reference ⓘ	Yes			

Please complete the program application in the "Forms" tab.

Save

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 15<sup>th</sup>  
All Application Materials – June 1<sup>st</sup>

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](mailto:erskine@oakland.edu)  
with any questions or concerns!