**DUE DATE: 2/10/2021**

***Start here.***

Make an appointment with the AH&N Advising staff. Please review the links on the instruction document for the direct link to schedule a meeting or else appointment can be scheduled here:

<https://ahn.mnsu.edu/advising-and-scholarships/>

Create a folder on your computer titled “Last Name, A2M” and include the following:

1. DARs with signed DARs review
2. Completed App to the Major PDF
3. One document containing all three Essays
4. Updated Resume
5. Letter of Variance – if needed
6. SOWK GPA calculator – if needed

Am I ready to apply to the major? Meet with your advisor and review if you are ready to apply to the major

Download the document titled, “BSSW Reference Form” and send to your reference. They will complete this form and they will email this to Marie in the SW office at: marie.worrell@mnsu.edu

Type all three program application essays with one title and reference page. All three essays should be in one document.

Complete the fillable PDF document titled, “Application to the Major Packet.”

Update and complete your resume in a separate document following the outlined template.

\*Complete if necessary\*

-Type the letter of variance in a separate document.

-GPA calculator saved as a PDF file.

- Unofficial transcripts, Course Substitution/Waiver Forms, etc.

**All these files should be in one folder! Once everything is completed, email this folder as a .ZIP file to Marie in the social work office at** **marie.worrell@mnsu.edu** **and CC your advisor.**

**If you have additional questions**

**view the video and instructions posted on the SW webpage.**