



THE OHIO STATE UNIVERSITY

COLLEGE OF SOCIAL WORK

Office of Field Education: Affiliation Agreement Instructions

Below you will find the instructions to submit the electronic affiliation agreement. The affiliation agreement must be submitted as part of the application process to become a field practicum site for social work students. You may fill in the requested information and arrange for the appropriate authorizing signature.

Please note: Should your agency need to make changes to this document, you may request a copy in a different format to submit the necessary changes. Please know that any changes to this template will be vetted and will need to be approved by The Ohio State University Office of Legal Affairs. You may submit your revisions to Katie Klakos, the Director of Field Education, at Klakos.2@osu.edu.

Additionally, if you prefer to submit a paper copy, you may mail, fax, or scan and e-mail the affiliation agreement to our office when you secure the authorizing signature. The contact information for that option is below:

OSU College of Social Work, Office of Field Education
1947 College Road N., Suite 400
Columbus, OH 43210
Phone: 614-247-292-7686
Fax: 614-292-1409
Email: cswfield@osu.edu

Electronic Affiliation Agreement Instructions

1. Access the [Affiliation Agreement here](#).
2. Under Agency Representative, enter your name (First Name and Last Name) and your agency e-mail address.
3. Select "Begin Signing".
4. Select "Continue" on the right side of the page.
5. In the first red outlined text box, type in your agency name.
6. On Item 13, type in the date that is one year from today, or the day in which you complete the affiliation agreement.

7. For Item 14, fill in the text boxes as followed:
 - a. Name (Agency Representative and Title)
 - b. Agency Name
 - c. Agency Street Address
 - d. Agency City, State, Zip
 - e. Agency Phone Number
8. Select Sign. A pre-developed signature will automatically appear on the signature line.
9. Type in your First and Last Name.
10. Type in your title.
11. .Select Finish.

Should you have any difficulties or questions please contact our office at cswfield@osu.edu or 614-292-7686.