

PH.D. APPLICATION INSTRUCTIONS FOR SEPTEMBER 2016 ADMISSION

THREE KEY SUBMISSION DATES:	
JANUARY 15, 2016*	INITIAL ON-LINE APPLICATION: <ul style="list-style-type: none"> • SGS ONLINE APPLICATION • APPLICATION FEE • OFFICIAL ACADEMIC TRANSCRIPTS • SCANNED TRANSCRIPTS
FEBRUARY 1, 2016 IMPORTANT: FINAL DATE TO SUBMIT ONLINE APPLICATION FOR SEPTEMBER 2016 CONSIDERATION	
FEBRUARY 16, 2016	SUPPORTING DOCUMENTATION: <ul style="list-style-type: none"> • Ph.D. Program Application Form • CV • Ph.D. Study and Research Proposal • Personal Statement • Three References • Ph.D. Application Checklist • Sample of Writing/Publications
<p>* Applicants are strongly encouraged to submit the online application, fee, scanned and official transcripts by <u>January 15, 2016</u>, to allow sufficient time for referees to send in their electronic references. Once you confirm your application by proceeding to payment, the system will send an email to your referees inviting them to submit the completed form directly to the application database using a secure interface. Your referees will be provided with a template of the electronic form.</p>	

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

About the Application:

Applications to the Factor-Inwentash Faculty of Social Work must be submitted to the School of Graduate Studies (SGS) using an online application which is housed on a secure server at the University of Toronto. The online application allows applicants to manage and submit biographical and educational information, as well as specific documents (Study & Research Proposal, Personal Statement, CV, etc.) immediately to the University of Toronto. Applicants can edit an in-progress application and check the status of all documents submitted using a secure password and Userid. An email account is needed to complete the online application, as the University of Toronto will correspond with applicants using email.

Applications are considered complete and are reviewed only after all documentation is received.

The admission committee may request an interview with the applicant before the admission decisions are made.

How to Apply:

1. Log in to the online application and complete the SGS On-line Application.
2. Provide the biographical and education information requested.
3. Be prepared to submit contact information for your referees. Be sure to inform your referees that you are doing this and that the University of Toronto, SGS will be contacting them by email.
4. Submit your payment.
5. Submit official and scanned transcripts from each university and college that you have attended.

DOCUMENTATION REQUIRED FOR SUBMISSION THROUGH THE ELECTRONIC SGS WEB BASED ADMISSION APPLICATION:

1. U of T **Online Application** and Application Fee. Please select: **Doctor of Philosophy Program**
2. **Reference Forms:** The University of Toronto, SGS online application system facilitates the online submission of reference letters. Detailed instructions are provided within the system. Three references are required and the reference template is available from our website. You will be asked to provide contact information for your referees, including a valid institutional/organizational email address, if available. Email addresses from generic email providers (e.g., hotmail, yahoo, gmail) will be rejected by the system.

Once you confirm your application by proceeding to payment, the system will send an email to each of your referees, who have a valid email address, inviting them to submit the completed form directly to the application database using a secure interface. The email will include reference instructions and the reference form.

It is important to communicate with your referees well in advance of submitting your online application for admission to confirm contact information and ensure they are willing and able to provide a reference by the deadline date.

If a referee does not maintain a valid email address (and therefore submission of a letter of reference online is not possible), or if your referees cannot submit the reference online they may submit the reference to you in a sealed envelope with their signature on the back of the envelope; or they may mail the reference directly to the FIFSW, Admissions Office, University of Toronto, 246 Bloor Street West, Toronto, ON, M5S 1V4. **In cases where a referee does not have a valid email address, the applicant is responsible for submitting the reference template directly to their referee. References received in envelopes that are not sealed or appear to have been tampered with will not be considered.**

Three references are required. **Academic references are strongly recommended. *Rationale:*** Persons who have a research degree (PhD or equivalent) are in the best position to provide the most useful recommendation about your experience and/or potential for doing research. Sources of references can be your former teachers, or else colleagues who know of your research-related work from past or current projects.

PLEASE NOTE: Items 3-7 should be submitted in electronic form (Word, PDF, if available) by saving them to the SGS online admissions application. You will submit these from the Document Status web page that is accessible after you have confirmed payment of your application.

3. **Ph.D. Program Application Form.** This form is available on our website.
4. **Curriculum Vitae (CV):** A detailed CV in which you outline your education, employment, professional activities, research experience, presentations at professional and/or scholarly conferences and publications (please specify if professional and/or academic).
5. **Study and Research Proposal:** Provide a document that demonstrates your academic abilities and potential in the form of a research proposal. The statement needs to be research oriented. It will include the following: a statement of an issue that would benefit from being researched (i.e. its significance); the focus of your proposed study and research questions; existing literature including empirical research and the specificity of your study; your theoretical framework; a methods strategy (design, sample, data collection and analysis); nature of anticipated findings and the overall contribution of your proposed study to social work knowledge and policy/practice, and a bibliography. This document is a central component in the evaluation of your application. It should be written in a scholarly fashion with adequate reference to the relevant research and theoretical literature within your area of study. Limit your statement to 10 pages, typed, double-spaced, not including references.
6. **Personal Statement:** Provide a personal statement where you:
 - i. describe how your personal background and life experiences contributed to your decision to pursue a doctoral degree at the University of Toronto;
 - ii. outline your career plans and discuss how doctoral education is relevant to your professional goals, and your area of research interest within the social work profession; and
 - iii. discuss why you think the program at the University of Toronto is a good fit for you given your interests and plans.

Limit the statement to 3 pages, typed, doubled-spaced.

7. **Ph.D. Application Checklist.** This form is available on our website.

TRANSCRIPTS OF ACADEMIC RECORDS

Transcripts are the only supporting documents that must be submitted both online (electronic) and paper (official).

1. Online Submission:

The University of Toronto, SGS online application system facilitates the online submission of your academic record(s). Detailed instructions are provided within the system. Once you have confirmed your application by moving to the payment stage the system permits you to upload your documents.

You are required to upload one electronic or scanned transcript from each post-secondary institution attended. Scanned copies of transcripts must be up to date and should include the transcript legend which is usually printed on the back of the paper transcript.

For Canadian Institutions Only: Applicants may upload a PDF file of their academic history from their home university's student web service Instead of a scanned copy of a paper transcript.

2. Paper Submission:

The University of Toronto requires one official transcript from each university and college that you have attended. Paper transcripts can be submitted in one of two ways:

- a) Arrange to have an official transcript mailed to the FIFSW at the address noted below.
- or
- b) Arrange to have an official transcript issued to you, that you then submit directly (unopened and in the originally sealed envelope) to the FIFSW at the address provided below.

Mailing Address:

**Factor-Inwentash Faculty of Social Work
Admissions Office
University of Toronto
246 Bloor Street West, Room 250
Toronto, ON M5S 1V4**

Please Note:

- Academic records must be enclosed in an envelope provided by the institution(s) concerned and sealed and signed across the back of the envelope.
- Applicants who have attended universities outside North America should note that notarized English translations must accompany all documentation not written in English.
- Transcripts that are received in envelopes that are not sealed or appear to have been tampered with will have to be resubmitted, and will delay the processing of your application.
- If transcripts are interim, pending completion of studies in progress, official final transcripts must be re-submitted when available to the FIFSW, Admissions Office.

All official paper transcripts are required at the time of application; please ensure that these are received before the document deadline. Your application will not be considered complete and will not be reviewed by the admissions committee until your official transcripts have been received and the information on the scanned transcript verified.

SAMPLE OF WRITING/PUBLICATIONS:

Please mail to the FIFSW (address noted above) copies of publications, conference presentations, or agency/government reports.

FOR YOUR INFORMATION:

- It is critical to ensure that your application is complete, as incomplete applications cannot be processed. Document status can be checked in the “My Applications” section of the SGS online admissions application.
- It is your responsibility to ensure that your application has been received. Advise the Admissions Office in writing of any change in your mailing or email address at: admissions.fsw@utoronto.ca
- If you are recommended for admission, a non-refundable tuition deposit of \$500.00 will be required to hold your place in the program to which you have been admitted.
- Each year we receive many more qualified applications than spaces available in the program. The possession of the minimum admission requirements does not in itself guarantee admission. The Faculty reserves the right to select which qualified applicants it will recommend for admission to SGS. ***All decisions are final.***