



**MSW APPLICATION INSTRUCTIONS FOR SEPTEMBER 2018 ADMISSION  
 FOR UTSC STUDENTS IN YEAR THREE OF THE  
 BACHELOR OF SCIENCE SPECIALIST IN MENTAL HEALTH STUDIES PROGRAM**

<b>THREE KEY SUBMISSION DATES:</b>	
<b>NOV. 1, 2016:**</b>	<p><b>INITIAL ON-LINE APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• SGS Online Application</li> <li>• Application Fee</li> <li>• Official Academic Transcripts – only required from academic institutions other than the University of Toronto</li> <li>• Scanned Transcripts</li> </ul>
<b>DEC. 1, 2016: (Final date to submit initial online application)</b>	<p><b>INITIAL ON-LINE APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• SGS Online Application</li> <li>• Application Fee</li> <li>• Official Academic Transcripts – only required from academic institutions other than the University of Toronto</li> <li>• Scanned Transcripts</li> </ul>
<b>DEC. 15, 2016:</b>	<p><b>SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>• MSW Program Application Form</li> <li>• Resumé</li> <li>• Written Statement</li> <li>• Two References (1 academic; 1 work/volunteer related)</li> <li>• Optional: Demographic Questionnaire</li> </ul>
<p><b>** To avoid disappointment, applicants are strongly encouraged to submit the online application, application fee, scanned and official transcripts by November 1, 2016, 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.</b></p>	

## PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

### About the Application:

Applications to the Factor-Inwentash Faculty of Social Work (FIFSW) 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 (Written Statement, Resumé, etc.) to the secure website. 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 can only be reviewed after all documentation is received by the FIFSW.

### How to Apply:

1. Log in to the online application: <https://apply.sgs.utoronto.ca/>
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, School of Graduate Studies will be contacting them by email.
4. Submit your payment.
5. Arrange to submit official and scanned transcripts from each university and college that you have attended. **Note: University of Toronto official transcripts are not required.**

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

1. **U of T Online Application and Application Fee. Program Selection:**

**SWMHSBCSW – (Specialist Co-op)**

**SWMHSBSSW - (Specialist)**

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. **Two references are required: one academic and one from a work/volunteer setting.** 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. The reference template is also available from our website.

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 FFSW, 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.**

**Items 3-6 should be submitted in electronic form (Word or PDF) 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. **MSW Program Application Form.** For your convenience, this form is available on our website.
4. **Resumé:** Use the following headings, if applicable, and include both month and year. For each experience, you must include the total number of hours. Please be as thorough as possible. Omission of this information will lessen the applicant's probability of admission. You may include other headings that apply.

◆ Education	◆ Employment	◆ Volunteer Work
◆ Co-Op Placements	◆ Research Experience	◆ Publications

Your Resumé must clearly differentiate if your experience has been paid, voluntary or through practica. Please list volunteer experience separately from paid employment. Include all employment experience, both Canadian and International. There is no page limit to the Resumé.

5. **Written Statement:** *The general objective of the MSW Program is to educate students for professional practice\* within a framework of social work and social welfare principles, critical professional judgement, systematic inquiry, and ethical responsibility.*

The following essays form a critical part of the application, and will be a determining factor in the selection process. While answers should be fully developed, please limit the length of responses to **500 words per question**. **Please type in a standard 12-pitch font. Use separate pages (page break) for each question and include your name on each page.**

As a general rule, in responding to these questions you want to provide clear, concise, and sufficient information of a superior quality that will enable the Admissions Committee to assess your motivation, appropriateness and suitability for **this** MSW Program.

\*Professional practice is broadly defined and can include interventions at various levels (e.g. policy development, administration, community, individual, family and group work).

- i) What experiences motivate you to (a) become a social worker; or (b) continue your social work education?
- ii) Describe your attributes and experiences (e.g.: volunteer/ work.) that you believe are relevant to social work (with examples). In particular, please describe your experiences working with diverse and marginalized populations.
- (iii) Describe your most substantial accomplishment and explain why you view it as such.
- (iv) Discuss how you believe a social worker could work with a contemporary social problem of interest to you.
- (v) How do you think that the Factor-Inwentash Faculty of Social Work MSW program can benefit you and how do you think that you can contribute to the program? Please provide specific examples of how you will use your education in the future.

These factors will be considered in evaluating your written statement:

- *Ability to respond to the questions clearly and succinctly.*
- *Ability to demonstrate analytical skills.*
- *Experience (voluntary or paid) in the social services or related fields, and knowledge of critical social issues.*
- *Strengths and suitability for professional practice*
- *Complementary fit between the teaching faculty/field education resources and your learning interests/objectives.*

6. **Demographic Questionnaire** - Optional. The FIFSW recognizes that our Scholarship, Teaching and Educational Activities occur within a highly diverse societal context. In order to assess our progress toward our equity and diversity objectives and better support our students, the FIFSW is collecting demographic data on a voluntary basis. If you elect to submit the questionnaire, please submit it from the Document Status web page that is accessible after you have confirmed payment of your application.

**TRANSCRIPTS OF ACADEMIC RECORDS:** Transcripts are the only documents that must be submitted both online (electronic) and paper (official).

**Online Submission:** The UofT, 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 one electronic or scanned transcript from each post-secondary institution attended. 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.

**Paper Submission:** The UofT requires one official transcript from each university and college that you have attended. **We do not require official UofT transcripts; we will download your academic record via ROSI.** All other academic transcripts are required and 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.

Official transcripts must be enclosed in an envelope provided by the institution(s) concerned and sealed and signed across the back of the envelope. Transcripts that are received in envelopes that are not sealed or appear to have been tampered with will have to be resubmitted.

**Mailing Address:**

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

**FOR YOUR INFORMATION:**

- If you are offered admission, the offer will be for **Fall 2018 and will have the following admission conditions:**
  - (a) **Maintain a B+ average (CPGA) of 3.30 in both Year 3 and Year 4 of your B.Sc. Specialist Program in Mental Health Studies, and confirmation of degree conferral.**
  - (b) **Successful completion of PSYD37H3 – Social Context of Mental Health and Illness.**
  - (c) **Successful completion of PSYD98Y3 – Thesis in Psychology.**
- The criteria for admission is based on academic standing, work or volunteer experience in the human services, written statement, and references.
- It is your responsibility to ensure that your application has been received. Email the Admissions Office of any change in your mailing or email address at: [admissions.fsw@utoronto.ca](mailto:admissions.fsw@utoronto.ca)
- 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.**