



Non-Degree Special Students

Non-degree special students are those who choose to take coursework and are not registered in a program of study that leads to a degree. Non-degree special students must submit an application for admission for each academic year of study.

Full-time special students pay the full-time academic fee. Special students enrolling on a part-time basis will pay for each course or half-course. Fees paid as a special student cannot be applied to any subsequent degree program. Refund dates are different for part-time special students; check the [Student Accounts](#) website for details.

Before applying, you should identify the courses you wish to take and obtain approval from the graduate unit offering the course.

Admission Requirements:

- 1) Applicants must have completed an appropriate bachelor's degree from a recognized university with a mid-B standing in the final year of full-time study or equivalent.
- 2) All applicants must show evidence of facility in the English language. If your primary language is not English and you graduated from a non-Canadian university where the language of instruction and examination was not English, you must demonstrate your proficiency in English. See SGS requirements: <http://www.sgs.utoronto.ca/prospectivestudents/Pages/English-Language-Proficiency-Testing.aspx>
- 3) Other qualifications as noted below**

Application Process:

- 1) Submit a letter of intent identifying the course you wish to take as a special student.
- 2) Attach supporting documents, to include:
 - i) official transcripts for all course(s)/degree(s) included at the graduate level
 - ii) two reference letters, to be received in signed, sealed envelopes
 - iii) English language proficiency test scores, if applicable

Eligibility for the non-degree special student designation will be evaluated on a case by case basis. A letter addressing the above qualifications and any supporting documents are to be submitted to the

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

* FIFSW Qualifications

Priority will be given to students who:

- are affiliated with institutions with whom FIFSW has an MOU or other contractual relationship (e.g., University of Melbourne, Hebrew University of Jerusalem).
- have a relationship with the FIFSW (i.e., previous student, research assistant, staff, Faculty member is on student committee)
- present a compelling rationale to take the course

Typically, a maximum of one student per academic year can be approved for the Non-degree special student designation.

All decisions will be communicated through email. If approved, the applicant will submit an online application and application fee through: <https://apply.sgs.utoronto.ca/>

If you require further information contact:

Angela Umbrello
Administrative Coordinator Admissions and Programs
Factor-Inwentash Faculty of Social Work
Email: angela.umbrello@utoronto.ca Tel: (416) 978-3257