

**MSW APPLICATION INSTRUCTIONS FOR SEPTEMBER 2018 ADMISSION**

<b>THREE KEY DEADLINE DATES:</b>	
<b>NOVEMBER 1, 2017**</b>	SGS Online Application Application Fee Official Academic Transcripts Scanned Transcripts
<b>NOVEMBER 28, 2017:</b> <i>FINAL DATE TO SUBMIT ONLINE APPLICATION            FOR SEPTEMBER 2018 CONSIDERATION</i>	SGS Online Application Application Fee Official Academic Transcripts Scanned Transcripts
<b>DECEMBER 11, 2017:</b>	Final date for receipt of references and other supporting documents. This includes the following which should be submitted electronically: MSW Program Application Form Resume Field Practicum Experience (if applicable) Written Statement Three References Optional: Demographic Questionnaire
<b>** To avoid disappointment, applicants are strongly encouraged to submit the online application, application fee, scanned and official transcripts by November 1, 2017, 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. The reference will be due on December 11, 2017.</b>	

**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, Resume, 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 can be reviewed only after all documentation is received by the FIFSW (this includes reference letters submitted online by referees and official transcripts sent by mail). All documentation must be received at the FIFSW by the documentation deadline date of **December 11, 2017**.

**How to Apply:**

1. Log in to the online 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, 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.
6. Be aware of deadline dates.

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

1. U of T **Online Application** and Application Fee. Please pay careful attention when making your selection to the Program of Study (POST CODE) on the online system. There are two options:
  - **Advanced Standing MSW Program**
  - **Two Year MSW Program**

In addition, applicants selecting the Advanced Standing MSW Program must also select one of the following Fields of Study:

- **Children and their Families**
- **Gerontology**
- **Human Services Management and Leadership**
- **Mental Health and Health**
- **Social Justice and Diversity**

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 on 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.**

The Admissions Committee will only review three references. Personal references are not appropriate (e.g. relatives, friends). References must be from the following:

**TWO-YEAR MSW APPLICANTS:**

1. One Academic from a University course instructor\*\*
2. One from a Work or Volunteer Setting
3. One can be from either of the above sources.

**ADVANCED STANDING APPLICANTS:**

1. One Academic from a University course instructor\*\*
2. One from a Work or Volunteer Setting
3. One from your practicum instructor/supervisor if you are currently completing your BSW degree or have received your degree within the past two years. If you graduated over two years ago, the reference can be from a work or volunteer setting. \*\*\*

\*\* If you have been out of school for more than 3 years, you may substitute the academic reference with another work or volunteer related reference.

\*\*\* If you are currently enrolled in a one-year BSW program and completing the practicum in Winter or Summer, you may substitute the practicum instructor/supervisor reference with one of the sources noted above. Include a brief cover letter with your Resume to explain your choice of references.

**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. **MSW Program Application Form.** For your convenience, this form is available on our website.
4. **Resumé:** Please carefully consider the following guidelines for your Resumé.
  - (i) Your Resumé must clearly differentiate whether your experience has been paid, voluntary or through practica. Please list volunteer experience separately from paid employment. Include all experience, both Canadian and international.
  - (ii) Use the following headings – use only those that are applicable to you and add/include any relevant headings, as needed.
    - Education
    - Employment
    - Volunteer Work
    - Practica and Internships
    - Research Experience (i.e. Research Assistant Jobs; Title of Thesis or Research Project)
    - Publications/Conference Presentations
  - (iii) For each experience, you must include both the month and year, and total number of hours. For example:  
  
Position Title, Organization Dates (i.e.) May 2015-August 2016 (600 hours)  
Description of your role  
  
**Please be as thorough as possible in stating the month and year, and total number of hours. Omission of this information will lessen the applicant's probability of admission.**
  - (iv) **There is no page limit to the Resumé.**
5. **Field Practicum Experience:** The Field Practicum Experience is only required for candidates **applying for the MSW Program with Advanced Standing.** Describe all of your BSW field practicum experiences. Include your name and Applicant Number, and use the following headings to organize your response:
  - Name of Organization
  - Dates in Placement
  - Practicum Instructor's Name, Work Title/Position and Degree Held
  - Briefly outline your assignments in this Practicum

6. **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 skills 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.*

7. **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 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. If you attended the University of Toronto from 1995 onwards, you do not have to submit official transcripts, they will be downloaded via ROSI. All other official 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.

### **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, delaying 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.
- Transfer Credit Statement: If you received transfer credits towards your undergraduate degree for courses completed at the College level, and if the number of transfer credits awarded do not appear on the official transcript, we will require an official statement from the university confirming the number of transfer credits awarded. The official statement should be mailed to the address noted above.

**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.**

**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. The criteria for admission is based on academic standing, work or volunteer experience in the human services, written statement, and references.
- Admission offer letters will be sent out from mid-February to mid-April. As decisions are mailed out, your status on the online application will be changed to Decision Made. All decisions will be communicated by mid-April.
- 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](mailto:admissions.fsw@utoronto.ca)

- Applicants who have a bachelor's degree, but do not have the prerequisites must complete all the program requirements by August 15, 2018. List all courses you will be taking during 2017-2018 on the online application form.
- 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.***
- Candidates admitted into the MSW Program with Advanced Standing are required to participate in practicum planning activities in late April 2018. Further details will be provided in the Admission Offer Letter.
- Candidates applying for the MSW Program with Advanced Standing must declare field of study. Applicants cannot change their field of study after having been admitted to the program.
- JOINid: Every applicant to the University of Toronto is assigned a JOINid. For graduate applicants, the JOINid gives early access to the online resources of the student housing office and the application site for the Ontario Graduate Scholarship program. If you begin studies at U of T, it will become your UTORid, which will allow you to access a number of services such as email, library resources, and Blackboard. When you receive this message from the School of Graduate Studies, at the time of application, be sure to save it as it will contain your personal JOINid.