



**MSW – ITR APPLICATION INSTRUCTIONS FOR SEPTEMBER 2019 ADMISSION**

<b>THREE KEY SUBMISSION DATES:</b>	
<b>OCTOBER 17, 2018**</b>	SGS Online Application Application Fee Official Academic Transcripts Scanned Transcripts
<b>NOVEMBER 1, 2018:</b> <i>FINAL DATE TO SUBMIT ONLINE APPLICATION FOR SEPTEMBER 2019 CONSIDERATION</i>	SGS Online Application Application Fee Official Academic Transcripts Scanned Transcripts
<b>NOVEMBER 15, 2018:</b>	Final date for receipt of references and other supporting documents. This includes the following which should be submitted electronically: MSW-ITR Program Application Form Resumé MSW-ITR Written Statement Two References Optional: Demographic Questionnaire
<b>** To avoid disappointment, applicants are strongly encouraged to submit the online application, application fee, scanned and official transcripts by October 17, 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 November 15, 2018.</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 (MSW-ITR 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 **November 15, 2018.**

### **SPECIAL CRITERIA**

In order to be considered for enrolment in this program, applicants must have work experience in any of the fields of social work, psychology, addictions, community intervention, nursing or traditional healing and medicines.

While this work may resonate with many people, preference will be given to individuals who have both addressed their personal trauma and have done work in the community in a capacity as noted above.

**The application process will consist of two stages:**

- 1. Review of the application form;**
- 2. Interview for those applicants who pass through the application review stage.**

Commitment to community healing is a key factor in developing this program and potential learners will be considered based on their ability to identify a personal willingness to learn about themselves, a commitment to community wellness and readiness to take on pertinent projects.

### **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 on-line system. Select:

### SWITRMSW 2

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 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.**

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

- Academic from a University course instructor
- Work, Volunteer Setting, or from a Practicum instructor/supervisor\*\*
- Traditional Teacher, mentor, or professional colleague

**\*\*One from your practicum instructor/supervisor or faculty/practicum liaison if you are currently completing your B.S.W. degree or have received your degree within the past two years.**

**PLEASE NOTE: Items 3-6 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-ITR Program Application Form.** For your convenience, this form is available on our website.

4. **Resumé:** Please include the following headings for the Resumé:

- **Education:** all post-secondary experiences, including degrees/diplomas not completed or in progress.
- **Employment; Volunteer Work; Practica and Internships:** It is important that you include the duration (number of months/years) and hours per month for each work and volunteer experience. Your Resume must clearly differentiate if your experience has been paid, voluntary or through practica. Please list volunteer experience separately from paid employment.
- Please emphasize your work in any of the areas of social work, psychology, addictions, community intervention, nursing or traditional healing and medicines.
- Research Experience: list projects, publications, and skills.
- Please indicate any experience you may have practicing with traditional healing and medicines.
- Please indicate any other training/workshops/education you have received, including information about the training topic and the length of training.
- Please indicate any social/cultural training/practices/disciplines that you have received including information about the training topic and the length of training.

4 (a) **Field Practicum Experience (to be included on the Resumé:** The Field Practicum Experience is only required if you have a B.S.W. degree. Describe all of your B.S.W. 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

## 5. **MSW–ITR WRITTEN STATEMENT QUESTIONS**

The following essay questions 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 for each question and include your name on each page:

- 1) What experiences motivated you to seek entry to this program?
- 2) What knowledge and experience do you currently have that are relevant to this program?
- 3) Describe how you believe an MSW in Indigenous Trauma and Resiliency will assist you in meeting the existing needs in your community.
- 4) Describe your personal coping strategies in dealing with personal or professional stress.
- 5) Identify one thing you are most excited about learning.

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 supporting documents that must be submitted both online (electronic) and paper (official).

### **1. Online Submission:**

The University of Toronto School of Graduate Studies 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  
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. 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.
- Applicants who have attended universities outside North America should note that notarized English translations must accompany all documentation not written in English.
- 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.
- 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, 2019. List all courses you will be taking during 2018-2019 on the on-line 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.
- All applicants considered for admission to the program will be required to undergo a security clearance, including CPIC and vulnerable record checks. Failure to pass this check may jeopardize a student's entry to the program. Applicants will need to take on the costs associated with obtaining a police reference check/vulnerable sector check.
- A delay in obtaining the results can delay a student's start of the program. In anticipation of this requirement, we strongly recommend that students begin this process as soon as they receive a request from the Admissions Committee.