BRIDGING THE RIVER

THE MASTER OF SOCIAL WORK IN INDIGENOUS TRAUMA AND RESILIENCY

Program Information for September 2019
STATEMENT OF ACKNOWLEDGEMENT OF TRADITIONAL LAND

“I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.”

This statement was developed in consultation with First Nations House and its Elders Circle, some scholars in the field, and senior University officials. The Ceremonials Committee of the Governing Council has approved the Statement on the Acknowledgement of Traditional Land. It is quoted from the website of the Office of the Vice-President and Provost, at the University of Toronto.

www.memos.provost.utoronto.ca/statement-of-acknowledgement-of-traditional-land-p1adc-72/
“The MSW-ITR is a holistic, strength-based program that blends Western and Indigenous knowledge. It is a way for Indigenous and non-Indigenous students to reflect on their place in society and gain understanding of Indigenous experience and values. We are learning to foster our own wellness so that we can effectively engage with and support others. Graduates will be equipped to work respectfully with Indigenous communities globally and advocate for policy change on a large scale. This program honours where I come from, my perspective and my world view. Miikwec.”

Julie Blair
MSW-ITR Student

A UNIQUE PARTNERSHIP CREATES A UNIQUE APPROACH

As the first of its kind in North America, this two-year Master’s program is dedicated to preparing advanced social work professionals to work with individuals, families and communities who have been affected by historical and generational trauma. It focuses on theoretical knowledge, personal development and skill-building through face-to-face week-long courses, online distance learning and field placements. Grounded in the North American Indigenous values of belonging, cooperation, respect and kindness, and inspired by indigenous traditions from around the globe, the ITR emphasizes at all times the strong connection between personal, cultural, professional, and academic development, and the importance of building on existing strength and resilience.

WHY IS THIS FIELD IMPORTANT?

There is an urgent need to create a space that focuses on resilience and historical knowledge when educating trauma-informed social workers. Inspired by the Truth and Reconciliation Commission’s findings, the ITR is following a unique approach that draws on both traditional wisdom and practice and the very latest scientific knowledge, equipping graduates with the ability to work with individuals, families and communities in a culturally appropriate manner. Employing interventions designed to aid communities experiencing high levels of intergenerational trauma, graduates will thereby increase support systems and be able to assist individuals in finding their voice.

The MSW-ITR program came from the vision of seven Indigenous women: Kim Anderson, Maria Campbell, Suzy Goodleaf, JoAnn Kauffman, Sylvia Maracle, Rebecca Martell, and Jane Middelton-Moz. They had a dream of how community can change if trauma and healing practices were approached from a culture-based and community-driven lens. In the spring of 2011, the OFIFIC and the Middelton-Moz Institute invited leaders in the fields of trauma, education, Indigenous spirituality, healing and leadership, and community intervention to form the Governing Council to envision the MSW-ITR Program.

The current Governing Council (pictured) includes: Rebecca Martell, Jane Middelton-Moz, Sylvia Maracle, Suzy Goodleaf, and JoAnn Kauffman.
WHAT MAKES IT UNIQUE?

The ITR is unique for several reasons. First, it was created in partnership between a Faculty of social work known for its emphasis on integrating research with practice and two highly respected community organizations whose combined expertise in community intervention and culture-based program delivery are crucial to equipping trauma-informed graduates to work in mental health and social services. Second, it offers students a curriculum that combines the Faculty’s evidence-based practice with healing and ceremony drawn from global indigenous traditions.

Third, the learning format means that students are not required to leave their communities for an extended period to complete their degree, which is often a barrier to education. Courses are a hybrid between online components and in-class components, as well as practicum placements that take place in a student’s own community.

Perhaps most significantly, students accepted into the ITR are expected to work with faculty to develop their own wellness plans, which are regularly re-visited. This ensures an awareness of the influence of multigenerational trauma in their own lives and increases their understanding—a critical component in their ability to effectively work with others, focus on resilience and create solutions.

WHAT IS THE IMPACT?

The Master of Social Work in Indigenous Trauma and Resiliency is creating a unique space to prepare trauma-informed social workers who work with Indigenous communities in Canada and around the world. The groundbreaking curriculum focuses on training for direct practice in social work. Although this is a new field, the first students are already reporting a rise in self-confidence and increased optimism.

Graduates of this field will gain skills to provide culturally appropriate services to global indigenous communities, and will learn to identify the effects of trauma, abuse, war and violence in society more generally, thanks to the community wisdom and traditions that form the basis of this partnership. With their new knowledge, training and self-awareness, these social work professionals will have a lasting impact on our world, becoming community activists and leaders who focus on strength, wellness and resilience wherever they practice.

“In the MSW-ITR, I’ve gained a deeper understanding of trauma’s depth and complexity, how unresolved trauma is both inter-generational and multi-generational, held not only within an individual, but also inside their families, communities and cultures. I’ve developed a strong toolbox of skills to help others begin healing, while honouring the past and using values that have long been silenced, and I’ve learned that only when we take care of ourselves can we effectively help others. This program encourages you to address gaps in the system; it is a chance to bring new voices to the table.”

Michelle Segal
MSW-ITR Student
"The MSW-ITR program has offered me a different way of integrating teachings of ancient tradition and modern western science. When brought together in practice, it has created a lot of room for humility and exploration into what a client and community need based on their histories and background. This course has concretized my belief in healing from the root outwards. I am blessed to have the wisdom and knowledge of elders and peers guiding me in this program. Also to learn from the original people of this land. Meegwetch."

Julia Gibran
MSW-ITR Student

ABOUT THE PARTNERS

The Middelton-Moz Institute addresses the effects of current, cumulative, generational and historical cultural trauma with individuals, families and communities. With 44 years of experience as a clinician and author, Jane Middelton-Moz has turned her focus in recent years to delivering community intervention as it is proving to be the most effective for working with people and communities struggling with tremendous grief and loss, impacts of historical and generational trauma, and high drop out rates. She speaks of the need to focus on strength-based approaches to trauma-informed work in schools and communities and increasing recognition of resiliency.

The Ontario Federation of Indigenous Friendship Centres (OFIFC) is an internationally respected non-government organization based in Toronto. It serves member Indigenous Friendship Centres in Ontario through advocacy, research, training, social economics and program management, and has a large training component for front-line workers and a strong emphasis on culture-based training and program development experience.

The Factor-Inwentash Faculty of Social Work at the University of Toronto is the top-ranked social work Faculty in Canada and one of the top five in North America. It is distinguished by its emphasis on the integration of research and practice in both the classroom and practicum education, providing students with the knowledge and skills to work effectively with others in a complex and ever-changing world.

PROGRAM REQUIREMENTS AND COURSE DESCRIPTIONS
1. Degree requirements are normally completed within two years. The maximum time limit for completing the MSW-ITR Field of Study requirements is three years from the date of first registration in the program. The program length is 6 sessions (two years) full-time. Typical registration sequence: Fall, Winter, Spring/Summer.

2. There are a total of 5 six-day intensive face-to-face courses held in Toronto; three in the first year, and two in the second year. Each six-day intensive course includes academic learning, experiential learning, and wellness evaluation and activities. Course assessments include self-evaluations and independent study assignments applying course content in the home community context. Each intensive course builds on previous courses; therefore, in-person attendance at the intensive courses is mandatory. If you miss an intensive course, you cannot take the next one in sequence and will need to wait until it is offered the following year.

3. Each online course involves academic learning of the subject, extensive reading or audio learning of course material, chat room connection with fellow students and faculty, written assignments and/or oral or written tests (to be determined by the instructor).

4. The year 1 practicum (SWK 4516H), Indigenous Trauma and Resiliency Practicum is a requirement for all students who are entering the program without a BSW degree. It is a practicum in a community setting that facilitates integration of trauma-informed and evidence-based practice with Indigenous knowledges. The practicum hours must meet the 450-hour minimum.

5. The year 2 practicum (SWK 4703Y), MSW ITR Practicum III is 450 hours. (1) Students will complete 410 hours in a supervised practice setting in their own community (this can include a current work setting, if practicum criteria are met). (2) Students will also complete a community intervention with one of the faculty, for which they will receive 40 hours credit upon submission of a successful evaluation. Students are responsible for travel and accommodation costs during the 40-hour community intervention.

6. All students complete 7 half-credit courses (3.5 FCEs) in the first year of the Two-Year Program, and 8 half-credit courses (4.0 FCEs) in the second year, which includes 450 contact hours in a practicum (1.0 FCEs). Students entering the program without a BSW degree also must complete SWK 4102H Social Policy and Social Welfare in the Canadian Context, and SWK 4516H Indigenous Trauma and Resiliency Practicum (450 hours) in year one of the Two-Year Program (1.0 FCEs). Students entering the program with a Bachelor of Social Work degree will be exempted from SWK 4102H and SWK 4516H.

7. Registration. Students are charged fees by Academic Session, not by course, until all program requirements are completed. Students are advised to take the courses in sequence as indicated in the course timetable. Courses taken out of sequence may need to be completed to following year, leading to additional tuition costs and delayed completion of the MSW program.

8. Every FIFSW student will be assigned a faculty advisor to provide encouragement and support through the learning process.

9. In the event that a student does not complete two or more required courses, or receives an FZ (inadequate) after repeating any course, normally steps will be taken by the Faculty to recommend the termination of the student’s registration.

CURRICULUM DESCRIPTION

The MSW-ITR curriculum supports students to explore values, resiliency, strengths and effects of trauma within their own cultural backgrounds, and to increase their understanding by interfacing with others from differing cultural backgrounds and experiences. Each of the 5 six-day intensives is built on a foundation of Indigenous values and a focus on the learner’s personal wellness. Students will develop skills in counseling individuals, couples, and families, experiencing the effects of current and historical trauma, always while attending to organizational and community contexts. They will also be equipped with the sensitivity and skills to identify cultural, political and religious abuse, war, bullying and lateral violence, and to empower community members to intervene effectively, promoting strength and wellness.

PROGRAM REQUIREMENTS FOR THE MSW-ITR FIELD OF STUDY

(Candidates entering with a BA/BSc/BSW or equivalent)

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This course looks at the transmission of trauma from cultural, communal, familial and individual perspectives. Students critically examine the impact of generational trauma on historical and current risk factors in communities and gain understanding of the importance of resilience factors in preventing the transmission of generational trauma.

SWK 4102H Social Policy and Social Welfare in the Canadian Context

This course is a requirement for students entering the program without a BSW degree. It emphasizes knowledge of policy development directly related to the colonization of Indigenous peoples in Canada and contemporary policy processes related to the health, education, family lives and well-being of Indigenous peoples, families and communities. Students will learn skills needed to analyze social policies and programs, and will gain critical awareness of their link to social, political, economic patterns within and beyond indigenous communities. Attention will also be directed to experiences of Indigenous peoples worldwide and practices in other jurisdictions.

SWK 4106H Social Work Ethics and Indigenous Communities

This course explores an overview of social work ethics as defined by the Canadian Association for Social Work, and their integration/intersection with indigenous ethical principles in the community context. The course will address practice ethics in historical and contemporary contexts, drawing on examples from Canadian and international social work practice.
**DESCRIPTION OF REQUIRED COURSES CONTINUED**

**COURSES OF INSTRUCTION: YEAR ONE OF THE TWO-YEAR MSW-ITR FIELD OF STUDY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SWK 4101H</td>
<td>Understanding Historical and Multigenerational Trauma</td>
</tr>
<tr>
<td>SWK 4102H</td>
<td>Social Policy and Social Welfare in the Canadian Context</td>
</tr>
<tr>
<td>SWK 4106H</td>
<td>Social Work Ethics and Indigenous Communities</td>
</tr>
<tr>
<td>SWK 4108H</td>
<td>Trauma and Human Development</td>
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<tr>
<td>SWK 4109H</td>
<td>Trauma and Addicton</td>
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<tr>
<td>SWK 4110H</td>
<td>Trauma-Informed Organizational and Community Intervention</td>
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<tr>
<td>SWK 4510H</td>
<td>Research for Evidence-Based Social Work Practice</td>
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</tbody>
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**COURSES OF INSTRUCTION: YEAR TWO OF THE TWO-YEAR MSW-ITR FIELD OF STUDY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SWK 4517H</td>
<td>Indigenous and Participatory Research Methods</td>
</tr>
<tr>
<td>SWK 4703Y</td>
<td>MSW-ITR Practicum III</td>
</tr>
<tr>
<td>SWK 4901H</td>
<td>Facilitating Training in Indigenous Communities</td>
</tr>
<tr>
<td>SWK 4902H</td>
<td>Indigenous Perspectives on Grief, Loss and Unattended Sorrow</td>
</tr>
<tr>
<td>SWK 4903H</td>
<td>Program Development and Healthy Leadership— The Importance of Ceremony and Ritual</td>
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<tr>
<td>SWK 4904H</td>
<td>Working with Couples and Families in Indigenous Context</td>
</tr>
<tr>
<td>SWK 4905H</td>
<td>Seeing the Need, Creating Solutions</td>
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*Practicum hours must meet the 450-hour minimum.

**Students entering the program with a recognized BSW degree are exempted from these courses.**

“**The ITR represents what a Native American Elder taught me was ‘bridging the river.’ On one side is science—everything we’re learning about attachment, trauma and resilience and the latest neuroscience research. On the other the healing traditions of indigenous people: Native American, First Nations, Tibetan, African and Irish among others that have worked for hundreds of years. We are bridging the river between cultures, between youth and adults and between communities. When you bridge the river, you have a powerful dynamic to create real change.”**

Jane Middelton-Moz
Executive Director, Middelton-Moz Institute
ADMISSION INFORMATION AND REQUIREMENTS

The Factor-Inwentash Faculty of Social Work welcomes your interest in the programs offered at the University of Toronto. Applications are invited from highly qualified individuals who are interested in joining our Faculty for a dynamic and challenging learning experience.

The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, LGBTQ persons, persons with disabilities, and others who may contribute to the further diversification of ideas. Within its commitment to academic and practice excellence, the Factor-Inwentash Faculty of Social Work seeks to select a student body that is inclusive and reflective of the diversity found within Canadian communities including but not limited to racialized persons/persons of colour, Indigenous People of North America and the world, LGBTQ persons, persons with differing abilities, mature students, and students from varying faith/spiritual communities.

Each year the Factor-Inwentash Faculty of Social Work receives many more qualified applications than spaces available in the program. Having the minimum admission requirements does not in itself guarantee admission to the Factor-Inwentash Faculty of Social Work. The Faculty reserves the right to select the most qualified applicants. All decisions are final. Before completing the application, please read the admission requirements and application instructions outlined on pages 14 to 19 of this program booklet.

ADMISSION REQUIREMENTS

1. Candidates for admission to the ITR Field of Study require an appropriate bachelor’s degree from a recognized university, and shall have achieved at least a mid-B or better in the final year of full-time study or equivalent, in senior level courses (300 or 400 level). Note: According to the School of Graduate Studies Calendar, section 5.1, “an appropriate bachelor’s degree that has appropriate breadth, depth and, where appropriate, an affinity to the graduate program to which the applicant is seeking admission as determined by the School of Graduate Studies”.

2. All applicants must have completed satisfactorily at least three full courses, or their equivalent, in the social sciences, to include a half-credit course in research methodology, preferably in the social sciences. A grade less than mid-B in the required half-credit course in research methodology will lessen the applicant’s probability of admission.

3. Candidates must have at least three years of work experience in the social service/Indigenous services sector.

4. As part of the application process, applicants may be asked to participate in an in-person or Skype interview.

5. Candidates 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, then you must demonstrate your facility in English by completing one of the tests listed below:
   - TOEFL Paper-Based Test Score of 580 and TWE Score of 5
   - Internet–based TOEFL Test Score of 22/30 for both the Writing and Speaking Sections, with an overall TOEFL Score of 93/120
   - ELTS Minimum required score: 7.0 (Academic) with at least 6.5 for each component
   - MELAB Score of 85
   - The Certificate of Proficiency in English (COPE) — Required score: 76 (with at least 22 in each component and 32 in the writing component)

   Applicants must arrange for their score to be reported electronically to the University of Toronto, by the testing agency. The institution code for U of T is 0982. There is no need to specify a department. For more information on the English language facility requirement please see the School of Graduate Studies website: www.sgs.utoronto.ca

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.

University of Toronto Master of Social Work in Indigenous Trauma and Resiliency
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, SGS 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.

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

ABOUT THE APPLICATION:
Applications to the 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, to proceed 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

**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.

**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 3–5 should be submitted in electronic form (Word, PDF, etc) if available. Submit these from the Document Status web page that is accessible after you have confirmed payment of your application.
HOW TO APPLY

CONTINUED

IMPORTANT: THREE DEADLINE DATES

1. October 17, 2018: Online Application and Application Fee
   To avoid disappointment, applicants are strongly encouraged to submit the online application, fee, scanned and official transcripts by October 17, 2018, to allow sufficient time for referees to send in their electronic references.

2. November 1, 2018: Final date to submit online application for September 2019 consideration.

3. November 15, 2018: Final date for receipt of references and other supporting documents (Items 3–5 described below).
   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.

3. MSW-ITR Program Application Form.
   For your convenience, this form is available on our website.

4. Resume: Please include the following headings for the Resume:
   • Education: all post-secondary, 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 practiced 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.

4a. Field Practicum Experience
   (to be included on the Resume):
   The Field Practicum Experience is only required if you have a BSW degree. 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

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, the length of responses to 500 words per question. Please type in a standard 12-point font.
   Use separate pages for each question and include your name on each page:
   i. What experiences motivated you to seek entry to this program?
   ii. What knowledge and experience do you currently have that are relevant to this program?
   iii. Describe how you believe an MSW in Indigenous Trauma and Resiliency will assist you in meeting the existing needs in your community.
   iv. Describe your personal coping strategies in dealing with personal or professional stress.
   v. Identify one thing you are most excited about learning.

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
   • 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 an offer of admission from the Factor-Inwentash Faculty of Social Work.
The MSW-ITR is not only an academic journey to support Indigenous people and their communities in addressing trauma and building resiliency to engage them on a healing path. It is also a healing journey for myself and the students taking this program. We are supported and given the tools to address our own trauma and to build resiliency for ourselves. Addressing our own trauma will help us better support individuals, families and communities and be intentional about our own self-care when we get triggered working with Indigenous people and communities.”

Daisy Giroux
MSW-ITR Student

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 postsecondary 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:

2a. Arrange to have an official transcript mailed to the Factor-Inwentash Faculty of Social Work at the address noted below.

or

2b. Arrange to have an official transcript issued to you, that you then submit directly (unopened and in the originally sealed envelope) to the Factor-Inwentash Faculty of Social Work 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

- 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 submitted when available to the Factor-Inwentash Faculty of Social Work, 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.
Factor-Inwentash Faculty of Social Work
Admissions Office
University of Toronto
246 Bloor Street West
Toronto, Ontario, Canada M5S 1V4
416-978-3257
admissions.fsw@utoronto.ca

www.socialwork.utoronto.ca