



MSW – ITR APPLICATION INSTRUCTIONS FOR SEPTEMBER 2022 ADMISSION

| THREE KEY DEADLINE DATES: | |
|--|---|
| DATE | SUBMISSION REQUIREMENTS |
| OCTOBER 20, 2021** PRELIMINARY ONLINE SGS APPLICATION <u>EARLY</u> DEADLINE TO APPLY FOR FALL 2022 | <ul style="list-style-type: none">• SGS Online Application• Application Fee• Electronic Transcripts |
| NOVEMBER 3, 2021: PRELIMINARY ONLINE SGS APPLICATION <u>FINAL</u> DEADLINE TO APPLY FOR FALL 2022 | <ul style="list-style-type: none">• SGS Online Application• Application Fee• Electronic Transcripts |
| NOVEMBER 17, 2021: SUPPORTING DOCUMENTATION DEADLINE | <ul style="list-style-type: none">• CV• MSW-ITR Personal Statement• Two References |
| <p>** To avoid disappointment, applicants are strongly encouraged to submit the preliminary online application by October 20, 2021, to allow sufficient time for referees to send in their electronic references. Once you provide the contact information for your referees, 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. References are due on November 17, 2021.</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 (Personal Statement, CV, 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 electronic transcripts). Supporting documentation is due by: **November 17, 2021.**

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 documents;**
- 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 – <https://admissions.sgs.utoronto.ca/apply/>
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. Be aware of deadline dates.

Notes about the application portal:

The School of Graduate Studies (SGS) is using a new application portal. If you previously applied to SGS, you will need to create a new account. Log in to the online application at: <https://admissions.sgs.utoronto.ca/apply/> and click the link to create an account to begin your application. You will receive a verification code via email as part of the account creation process. After entering your verification code, you will create a password for your account.

You may save and return to the application at any point in the process.

You will be required to enter information for your referees. Your referees will automatically receive a notification email that they have been requested to complete a reference for your application, along with instructions to submit their reference in the application system.

If you need to change your referees, please get in touch with admissions.fsw@utoronto.ca

If you need to send a reminder email to your existing referees, you can do so through your applicant portal after submitting your application.

To view the status of your application, including outstanding requirements, please log in to your account to view your applicant status portal.

You can upload application materials, including unofficial transcripts, personal statement, CV, etc., through your applicant status portal after submitting your application.

DOCUMENTATION REQUIRED FOR THE PRELIMINARY ONLINE SGS APPLICATION:

1. **SGS Online Application:** Please pay careful attention when making your selection to the Program of Study (POST CODE) on the online system. Select:

MSW - Social Work (Field: Indigenous Trauma and Resiliency)
2. **Application Fee:** The total application fee is \$125. Payment is made at the time of application online using only a Visa or Mastercard credit card. Applications will not be processed until the application fee is received. The system will not accept payment via Visa debit or Mastercard debit.
3. **TRANSCRIPTS OF ACADEMIC RECORDS - 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. You are required to upload one **electronic transcript** from each post-secondary institution attended (colleges, including CEGEP, and universities). Electronic transcripts must be up to date and include the “legend” which is usually printed on the back of the paper transcript. Please ensure that the file is complete and readable before submitting. More details are available on the SGS online system.

Note: if you are offered admission, we will require an official, paper copy of all transcripts to be submitted, and this will be a condition of admission.

Please Note:

- **Transfer Credit Statement:** If you received transfer credits towards your undergraduate degree for courses completed at another academic institution, 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. This document can be uploaded via the SGS portal. Please contact admissions.fsw@utoronto.ca to request this item be added to your supporting documents.

4. **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, 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

PLEASE NOTE: The following items should be submitted in electronic form only (PDF is preferred) 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.

5. **Curriculum Vitae (CV):** Please include the following headings for the CV:

- **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 CV 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.

5 (a) **Field Practicum Experience (to be included on the CV):** 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. Please 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. MSW–ITR PERSONAL 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 400 words per question. 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.

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
- Applicants who are completing their bachelor’s degree OR admission prerequisites must complete all course work by mid-August 2022. List all courses you will be taking during the 2021-2022 academic year (fall, winter, summer) 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.