

PhD Application Instructions for September 2023 Admission

Application DEADLINE: JANUARY 11, 2023

DOCUMENTATION REQUIRED:

- 1) School of Graduate Studies Online Application and Application Fee
- 2) Unofficial transcripts from all academic institutions attended (college and university)
- 3) Three References
- 4) CV
- 5) Personal Statement
- 6) Optional: Writing Sample

Plus required documentation of either option 1 or option 2

<p>OPTION 1</p> <ul style="list-style-type: none"> • Research Proposal/Research Statement 	<p>OPTION 2</p> <ul style="list-style-type: none"> • GRE General Test Score
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PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

About the Application:

Applications to the Factor-Inwentash Faculty of Social Work 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 documentation, outlined below, 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 are reviewed only after all documentation is received.

The admission committee may request an interview with the applicant before the admission decisions are made.

How to Apply:

1. Log in to the online application. The link to apply: <https://admissions.sgs.utoronto.ca/apply/>
2. Provide the biographical and education information requested.
3. Provide 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. Upload your supporting documentation directly onto the online application portal
4. Submit your payment to finalize your application by **January 11, 2023**.

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 send a reminder email to your existing referees, you can do so through the applicant portal.

All application documentation is submitted electronically through the SGS online application portal.

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

DOCUMENTATION REQUIRED:

1. **SGS Online Application:** Please select:

Doctor of Philosophy Program

2. **Application Fee:** The total application fee is \$200. This covers the fee for both SGS (\$125) and FIFSW (\$75). Payment is made once you have uploaded all of your application materials, 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** - 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.

Note: if you are offered admission, submission of all academic official transcripts will be a condition of admission. Transcripts are considered official if received directly from the academic institution.

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. Three references are required. The reference template is available from our website: <https://socialwork.utoronto.ca/admissions/phd/phd-application/>

Academic references are strongly recommended. Rationale: Persons who have a research degree (PhD or equivalent) are in the best position to provide the most useful recommendation about your experience and/or potential for doing research. Sources of references can be your former professors, or else colleagues who know of your research-related work from past or current projects.

You will be asked to provide contact information for your referees, including a valid institutional/organizational email address, if available. The system will send an email to each of your referees, 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.

A valid institution or organization email address is necessary for a referee to upload their letter. Email addresses that are shared, anonymous, generic or not linked to an institution, organization or business are not acceptable (e.g. Gmail, Hotmail, and Yahoo!). We strongly suggest you choose a referee who has a valid institution or organization email address. If an individual doesn't have a valid email address, look at designating a different referee. If (despite your best effort) absolutely no alternative referee with a valid institution or organization email address is possible, you can enter a non-institution or non-organization email address in the online admissions application (it's not necessary to contact us). Be aware this may delay review of your application as we must verify the authenticity of reference letters received in this manner. For every referee, enter a telephone number where they can be reached for our verification purposes.

PLEASE NOTE: The following Items must be submitted in electronic form only (PDF is preferred) by uploading them directly to the SGS online application portal.

5. **Curriculum Vitae (CV):** A detailed CV in which you outline your education, employment, professional activities, research experience, presentations at professional and/or scholarly conferences and publications (please specify if professional and/or academic).
6. **Personal Statement:** In the Statement, please cover the following **elements**:
 - a) state the research questions or a specific area that interests you and why it needs to be researched;
 - b) describe how your personal background and life experiences contribute to your research interests and to your decision to pursue a doctoral degree at the University of Toronto;
 - c) discuss your interest in and preparation for PhD studies in social work;
 - d) outline your career plans and discuss how doctoral education is relevant to your professional goals, and your area of research interest within the social work profession; and
 - e) discuss why you think the program at the University of Toronto is a good fit for you given your interests and plans.

Statement should be no more than 5 pages, typed, doubled-spaced; 12 point Times New Roman font preferred.

7. **Writing Sample:** submit a maximum of two writing samples (publications, conference presentations, or agency/government reports), if applicable.

DOCUMENTATION REQUIRED UNDER OPTION 1

The following documentation must be submitted in electronic form only (PDF is preferred) by uploading it directly to the SGS online application portal.

- 1. Research Proposal/Research Statement:** Provide a document that demonstrates your academic abilities and potential in the form of a research proposal/research statement. The research statement must include the following: a statement of an issue that would benefit from being researched (i.e. its significance); the focus of your proposed study and research questions; reference to existing literature including empirical research and literature specific to your proposed study; your theoretical framework; a methods strategy (design, sample, data collection and analysis); nature of anticipated findings and the overall contribution of your proposed study to social work knowledge and policy/practice, and a bibliography. This document is a central component in the evaluation of your application. It should be written in a scholarly fashion with adequate reference to the relevant research and theoretical literature within your area of study. **Limit your statement to 10 pages, typed, double-spaced, not including references; 12 point, Times New Roman font preferred.**

DOCUMENTATION REQUIRED UNDER OPTION 2

- 1. Graduate Record Exam (GRE) General Test Score:**
 - a) Online Unofficial submission: Please upload an unofficial copy of your GRE General Test Score directly onto the SGS online application portal.
 - b) Electronic/Official submission: Please submit your GRE General Test Score to the University of Toronto. The ETS institution code for the University of Toronto is 0982. We will only accept official scores sent directly from the ETS. Please note that your GRE scores are valid for five years from the date you took the test. For more information on the GRE Tests, please visit the GRE website: <https://www.ets.org/gre/>. We do not require a minimum score for GRE General Test. However, this test serves as an important assessment tool for admission.

FOR YOUR INFORMATION:

- Ensure your application is complete, as incomplete applications cannot be processed. You can check the status of your application documents by logging onto the SGS online application portal. It is your responsibility to ensure your application has been received. Advise our office: admissions.fsw@utoronto.ca of any change in your contact information.
- 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.***

- 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 UofT, 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.