

Off-PAS Guidelines for **Students:** Applications, Interviews & Offers

Thank you for your interest in applying to a practicum through the Off-PAS matching process. These guidelines are intended to help you understand what to expect and how to navigate each step of the process, from applying to accepting an offer.

What are Off-PAS practicum opportunities?

- Practicum opportunities posted on the [Off-PAS website](#) (**not** the PAS) that have a unique application process and / or requirements.
- Each site has its own interview process.
- **Only students selected for an interview will be contacted by the practicum site.**

Student applications

- ***NEW*** Students must complete the **Off-PAS Competitive Practicum Application Microsoft Form**, available through the link at the bottom of each Off-PAS posting, to apply for Off-PAS practicum opportunities.
- A separate Microsoft Form must be submitted for each practicum opportunity you wish to apply for.
- Once you submit the Microsoft form, a copy of your application will be sent to the email address provided. Your application will then be forwarded to the practicum site on your behalf for review. If you are selected for an interview, the practicum site will contact you directly.
- **Please respond to the email confirming receipt of your application only if you are selected for an interview.**
- The Practicum Office (PO) does not review student applications; this is the responsibility of the Field Instructor(s).

Interviews

- Practicum 1 students may request time during practicum to complete the interview.

- Interviews may be scheduled in-person or online, depending on the site.
- Please review our [Interview Tips](#) to help you prepare.

After the interview

- You can expect interview results within one week of your interview date (this may vary from site to site).
- If you receive an offer, you will have **24 - 48 hours** to accept or decline.
- If you are offered a practicum but are awaiting results from another interview, you still **must** respond to the Field Instructor who made an offer **within 48 hours**.
- If you apply, receive an offer, and accept it—congratulations! Your match is confirmed and final.

When you accept an offer

- Once you've accepted an offer, please email a confirmation of your acceptance to the PO so we can formally match you with the practicum on the PAS.
- Once you accept an offer, congratulations! You can no longer apply to any new Off-PAS practicums or participate in PAS matching.
- If you have interviewed with multiple sites, please notify the other interviewers once you have accepted a different offer and copy the PO.

If you do not have an Off-PAS offer before the PAS opens

- If you do not receive an Off-PAS practicum offer or choose to decline (please inform your PO contact), you will be included in the PAS matching process.
- We aim to complete the Off-PAS matching process before the PAS opens. However, if you have interviewed for an Off-PAS practicum and are still awaiting a response, you can participate in the PAS matching process. Please **do not** contact your PAS-matched Field Instructor until you have heard back from your Off-PAS interviewer.
- If you are waiting for a response from an Off-PAS site, please contact us and we will follow up with the site.

Important reminders

- Offers will be sent out only after the application deadline has passed to maintain fairness for all students.
- Apply to opportunities that align with your field of study and priorities.
- The interview process requires a significant investment of time and resources from both Field Instructors and students. We ask that applicants approach these opportunities thoughtfully and intentionally.
- All communication with practicum sites is managed by the PO. Students should **not** contact sites directly unless instructed otherwise.
- Please remember that most students are matched with practicum placements through the PAS. **Participation in the Off-PAS process is entirely voluntary.**

Have questions? Contact the PO at practicum.fsw@utoronto.ca