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**School of Social Work**

**BSW PROFESSIONAL YEARS EXTERNAL APPLICATION**

**REFERENCE FORMS**

**2022-2023 ACADEMIC YEAR**

INFORMATION AND INSTRUCTIONS FOR APPLICATION

TO THE HONOURS DEGREE PROGRAMS IN SOCIAL WORK:

**For External and Transfer Application**

**Completing the Reference Forms for BSW Professional Year Application 2022-2023:**

**1.**  **References:** In order for your application to be considered, **two** completed reference forms including letters must be submitted. The reference forms can be found online [Honours BSW Program Application and Admissions Process | School of Social Work (uwindsor.ca)](https://www.uwindsor.ca/socialwork/460/bsw-application-and-admissions-process). Download copies of the reference forms and distribute them to your referees. One of these must be a work or volunteer reference. The other must be EITHER an academic reference OR a reference from a work or volunteer position that is Social Work-related.  The academic reference does not have to be from the School of Social Work.

* The volunteer/employment references **must** come from a supervisor, a person you report to, or a person of authority over you that has the ability to properly judge your performance. References from co-workers or fellow volunteers are **not** acceptable.
* **References from friends, peers, relatives, clients, or your own personal helping/health professional will not be accepted.**
* **Volunteer Internship Program**: If you have participated in the University of Windsor’s Volunteer Internship Program (VIP) in a human services internship, you may submit a copy of your VIP certificate and a copy of the employer evaluation of student internship in lieu of **one** volunteer/employment reference letter.

**How to submit refererence forms:**

1. Referee’s can email their letter directly to the University of Windsor Office of the Registrar by sending it to [**transcripts@uwindsor.ca**](mailto:transcripts@uwindsor.ca)
2. The email should have the following subject line:  “BSW Reference Letter – Student # XXXXXXXXX – Student First Name Last Name” (e.g. BSW Reference Letter – Student # 123456789 – Jane Doe”.  Failure to properly label the reference letter may lead to an incomplete application.
3. The preferred format for submission would be an attached PDF file to the email with an electronic signature.
4. The referees full contact information should be on the letter so they can be reached for verification.  Additionally, the full student name and student number should appear on the reference letter as well.
5. The contact information provided should match the sending email, preferably the references professional contact information versus personal.

This process above is only for the submission of reference letter**. Applicants need to provide the details to their referee on how to submit the reference letter and the copy of the referral form.** It is still each external/ transfer applicant’s personal responsibility for submitting the rest of the application to Registrar’s Office.

**Do NOT send applications directly to the School of Social Work**.

**All applications must go through the Registrar’s Office for review.**

**Applications that do not contain all of the items indicated on the application checklist will be considered incomplete and will not be reviewed.**

**The application must be received by 4:00 PM on Tuesday, February 1, 2022**

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**ACADEMIC OR SOCIAL WORK EMPLOYMENT/VOLUNTEER REFERENCE**

**Bachelor of Social Work Program**

***NOTE: References without this form will be deemed incomplete.***

|  |
| --- |
| **Name of Applicant**: |
| **Length of time you have known the applicant**: |
| **Relationship with the applicant**: |

The above applicant has applied for admission to our program and has selected you as a referee. Please complete this to the best of your knowledge. This reference is confidential and will be used only for admission purposes. Thank you for your thoughtful consideration in providing this reference.

**Check the rating which best indicates your evaluation of the applicant for each item:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CRITERIA\* | | SUPERIOR | GOOD | AVERAGE | BELOW  AVERAGE | UNABLE  TO  JUDGE |
| Intellectual Potential | |  |  |  |  |  |
| Self Awareness | |  |  |  |  |  |
| Ability to Work Under Pressure | |  |  |  |  |  |
| Creativity and Independent Thought | |  |  |  |  |  |
| Ability to Relate to Others | |  |  |  |  |  |
| Ability to Communicate: | a. Oral |  |  |  |  |  |
| b. Written |  |  |  |  |  |
| Ability to Perceive and Solve Problems | |  |  |  |  |  |
| Leadership Skills | |  |  |  |  |  |
| Respect for Human Diversity | |  |  |  |  |  |
| Acceptance of Constructive Feedback | |  |  |  |  |  |

***\*Please use a separate letter to elaborate on the above criteria. Specific examples demonstrating the applicant’s potential for social work education are required to support the candidate’s application*.**

|  |  |
| --- | --- |
| Name of Referee: | **Please check one:**  Recommend Very Highly  Recommend Highly  Recommend  Recommendwith Reservation  Not Recommend |
| Affiliation: |
| Phone No.: |
| Signature: |
| Date: |
| **NOTE TO REFEREE:**  Please email the reference letter directly to the University of Windsor -Office of the Registrar by sending it to[**transcripts@uwindsor.ca**](mailto:transcripts@uwindsor.ca) |



**VOLUNTEER OR EMPLOYMENT REFERENCE**

**Bachelor of Social Work Program**

***NOTE: References without this form will be deemed incomplete.***

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| **Name of Applicant**: |
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| --- | --- | --- | --- | --- | --- | --- |
| CRITERIA\* | | SUPERIOR | GOOD | AVERAGE | BELOW  AVERAGE | UNABLE  TO  JUDGE |
| Intellectual Potential | |  |  |  |  |  |
| Self Awareness | |  |  |  |  |  |
| Ability to Work Under Pressure | |  |  |  |  |  |
| Creativity and Independent Thought | |  |  |  |  |  |
| Ability to Relate to Others | |  |  |  |  |  |
| Ability to Communicate: | a. Oral |  |  |  |  |  |
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| Ability to Perceive and Solve Problems | |  |  |  |  |  |
| Leadership Skills | |  |  |  |  |  |
| Respect for Human Diversity | |  |  |  |  |  |
| Acceptance of Constructive Feedback | |  |  |  |  |  |

***\*Please use a separate letter to elaborate on the above criteria. Specific examples demonstrating the applicant’s potential for social work education are required to support the candidate’s application.***

|  |  |
| --- | --- |
| Name of Referee: | **Please check one:**  Recommend Very Highly  Recommend Highly  Recommend  Recommendwith Reservation  Not Recommend |
| Affiliation: |
| Phone No.: |
| Signature: |
| Date: |
| **NOTE TO REFEREE:**  Please email the reference letter directly to the University of Windsor -Office of the Registrar by sending it to[**transcripts@uwindsor.ca**](mailto:transcripts@uwindsor.ca) |