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**School of Social Work**

INFORMATION AND INSTRUCTIONS FOR APPLICATION

TO THE HONOURS DEGREE PROGRAMS IN SOCIAL WORK:

**For External and Transfer Application**

***Complete this form***

1. If you are applying to the **2 year BSW program** (For graduates from an Ontario Child and Youth Care Program or undergraduate degree holders- graduation by August 31, 2022)

Or

1. If you are applying to the **professional years of the 4 year BSW** currently at the University of Windsor

* Who started at the University of Windsor in a major other than Social Work

Or

* Who are transferring from another post-secondary institution other than University of Windsor

Or

* Who have more than two transfer credits from another post-secondary institution

**\*\*\*\*IF YOU STARTED IN SOCIAL WORK IN SEMESTER ONE AT THE UNIVERSITY OF WINDSOR, DO NOT COMPLETE THIS APPLICATION**

**2022-2023 ACADEMIC YEAR**

Admission to the Honour Bachelor of Social Work Degree Programs is based on your academic qualifications, relevant experience, personal statement and references. The academic qualifications are assessed by the Social Work Admissions Committee on the basis of current transcript(s) available at the time of application. All applicants are expected to be computer literate and to have access to computer technology.

**Completing the Application:**

**1.** **Read all of the instructions carefully before completing the application form**. There are six parts to the application that must be completed:

|  |  |
| --- | --- |
| i) | Application for Admission Form (3 pages) |
| ii) | Personal Statement |
| iii) | Professional Experience Form |
| iv) | Two Reference Forms with Letters |
| v) | Study Plan Worksheet\* (only for applicants currently at the University of Windsor) |
| vi) | Application Summary Check List |

When completing the application please print (in ink) or type. Answer every question; enter N/A if the question is not applicable.

***\*not required for application to the Two-Year Honours Bachelor of Social Work for University Graduates or Ontario CYW Graduates program***

**2. Personal Statement: Provide a personal statement, which addresses the following questions** (Maximum 4 typed pages, 12-point font, double-spaced):

1. *Discuss your understanding of the Social Work profession, and how it is distinguished from other helping professions. (approximately 1 page)*
2. *Discuss how your work, volunteer, community engagement, and/or life experiences influenced your decision to purse social work as a career. (approximately 3 pages)*

***Note****:* *Your work must be original. Any information used in your statement that is from another source – (for example textbook, article, internet) must be formally cited using the American Psychological Association (APA) manual, 6th edition. Your statement will be assessed for both content and quality of writing*

**3.** **Professional Experiences Form:** Please list the details of all of your employment, volunteer, placement, practicum, internship, and community engagement experiences on the attached form. For every experience, please indicate the total number of hours completed. Experiences should be listed in chronological order starting with the most recent. You may make additional copies of this form as needed. **Download the Professional Experience Form from the School’s Application- Admission webpage** [**Honours BSW Program Application and Admissions Process | School of Social Work (uwindsor.ca)**](https://www.uwindsor.ca/socialwork/460/bsw-application-and-admissions-process)

**4.** **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 at [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.

**Download the Reference Form from the School’s Application- Admission webpage** [**Honours BSW Program Application and Admissions Process | School of Social Work (uwindsor.ca)**](https://www.uwindsor.ca/socialwork/460/bsw-application-and-admissions-process)

* 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 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 through UWinsite Student.

**5. Study Plan Worksheet:** This worksheet can be found online at: <http://www.uwindsor.ca/socialwork/course-sequences>, as well as in hard copy at the School of Social Work. If you are currently at the University of Windsor, **this worksheet *must* accompany your application. Without the worksheet, your application will not be reviewed.**

**\**Not required for application to the Two-Year Honours Bachelor of Social Work for University Graduates or Ontario CYW Graduates program***

**6. University Program Application:** Applicants must complete an application to the University in addition to completing all the documentation listed above, using one of the following options:

1. **New to UWindsor** - Applicants who have not previously attended the University of Windsor will have to apply through the Ontario University Application Centre (OUAC) <http://www.ouac.on.ca>
2. **Current Students and Returning Students** - Students who have attended the University of Windsor within the last year and applicants who have previously attended the University of Windsor, but not in the last year, will need to complete a “Returning Student Application” in UWinsite Student ([Returning Student Application Instructions](http://ask.uwindsor.ca/app/answers/detail/a_id/607/kw/returning%20student%20application))

When applying, please choose from the following programs:

* + Social Work - Honours
  + Social Work – Disability Studies (Honours)
  + Social Work – Women’s Studies (Honours)
  + Social Work (Honours) for Ontario CYC Graduates – Applicants with a College CYC Diploma
  + Social Work (Honours) for Undergraduate Degree Graduates – Applicants with a completed undergraduate degree

**7.** **Transcripts:** Applicants who have not attended the University of Windsor or who have attended both the University of Windsor and additional post-secondary institutions, must arrange to have an official current transcript(s) from the external institution(s) submitted with their application. Applicants applying through the OUAC 105 can request the transcript to be submitted by the OUAC automatically when applying. Alternatively, applicants can request previous institutions submit a transcript directly to the University of Windsor by email to [transcripts@uwindsor.ca](mailto:transcripts@uwindsor.ca). **A final decision on your application will not be made until all documents and complete transcripts have been received**.

**8.** This application and all material contained within becomes property of the University of Windsor and will **not** be returned to you.

**9.** Review the checklist found after the application form.

**SUBMISSION OF APPLICATIONS**

Please submit your entire completed application **as one assembled package** (excluding your references which are submitted separately directly by your referee – see point #4) through the UWinsite Student portal. This link, <http://ask.uwindsor.ca/app/answers/detail/a_id/555> will help you to understand how to upload the documents into UWinsite Student. If you have any questions or issues submitting your application or uploading your documents, please submit a request for service through [ask.uwindsor.ca](http://ask.uwindsor.ca/).

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

**All applications must go through UWinsite Student 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**



# **School of Social Work**

167 Ferry Street

Windsor, Ontario Canada N9B 3P4

T 519.253.3000 x3066 F 519.973.7036

www.uwindsor.ca/socialwork

*Registrar’s use only*

DATE RECEIVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID *(UWindsor)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Admission to the**

**Honour Degree Programs in Social Work**

**2022-2023 Academic Year**

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| --- | --- | --- | --- | --- | --- |
| Surname: | Given name(s): | | | | Gender: |
| **Permanent or Home Address** | | | | | |
| No. & Street: | | | | Apt. No.: | |
| City: | Prov.: | Postal Code: |  | Phone: | |
| E-mail Address: | | | | | |
| **Present or Local Address** (only if different from above). If necessary, please indicate when you will be returning to your permanent address: | | | | | |
| No. & Street: | | | | Apt. No.: | |
| City: | Prov.: | Postal Code: |  | Phone: | |
| E-mail Address: | | | | | |

Select program that you wish to apply for *(choose only one)*:

Honours Bachelor of Social Work

Honours Bachelor of Social Work for University Graduates or Ontario CYW Graduates (including those who have graduated from an accelerated CYW program)

Honours Bachelor of Social Work in Social Work & Women’s Studies (Combined Honours)

Honours Bachelor of Social Work in Social Work & Disability Studies (Combined Honours)

***All applications must be received by 4:00 PM on Tuesday, February 1, 2022***

*It is* ***mandatory*** *for* ***non*** *University of Windsor students to also apply through the Ontario University Application Centre (OUAC):* [*www.ouac.on.ca*](http://www.ouac.on.ca)

**Current Degree Information:**

|  |
| --- |
| Current Degree/Diploma program and subject major: |
| University/College: |
| Expected Graduation date: |

**Previous Degree Information (if applicable):**

|  |
| --- |
| Diploma(s) / Degree(s) obtained: |
| Name of College(s) / University: |
| Year obtained: |

Please explain (on a separate page if necessary) if there is anything concerning your abilities/limitations and/or health status that this Committee should consider in relation to your admission, your participation in class work/evaluations and/or the arrangement of your field placement(s). Prior to entering the field education placement in the final year of the program, you will be required to obtain and submit a Vulnerable Persons Check.

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If your application is chosen for admission and you will **not** have the required pre-requisites by the end of the Winter2021 semester, you will be granted a conditional offer pending successful completion of all outstanding requirements. **Please list all courses you are missing and when you intend to take them.** **If conditions are not met, it may be necessary to rescind your offer of admission.**

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**EDUCATIONAL EQUITY ADMISSIONS INITIATIVE**

(The completion of this Educational Equity Admissions Initiative section is optional.)

The School of Social Work at the University of Windsor has adopted an Educational Equity Policy that welcomes applications from Indigenous Peoples, persons with disabilities, members of visible minorities, and persons who identify as sexual minorities. Should you wish to self-identify as a member of one of these traditionally under-represented groups, please check off the appropriate category:

Indigenous Peoples

Persons with special health considerations or disabilities

Visible minorities

Sexual minorities

***ALL APPLICANTS MUST READ THE INFORMATION BELOW & SIGN.***

*I declare that I have read and understood the information required on this application and the responses provided are complete and accurate.*

*I understand that this is a full-time program and that I am expected to attend classes / field education Monday – Friday.*

*I understand that meeting the minimum grade requirements does not guarantee that an offer of admission will be made to me.*

*I understand that my application will be reviewed as it is submitted. I understand that incomplete submissions will not be reviewed.*

*I understand that use of inappropriate references may result in a lower score from the file reader. I further understand that this may result in a negative recommendation from the Admissions Committee.*

*I understand that all documents submitted become property of the University of Windsor and will not be returned to me.*

*I have read and fully understand the Application Package, instructions and documents contained therein.*

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**Signature *(must be in ink and handwritten)* Date**

**NOTICE OF DISCLOSURE**

**CONFIDENTIALITY AND USE OF PERSONAL DATA**

The personal information collected on this form is being collected under the authority of the University of Windsor Act, 1962. This collection is compliant with the Freedom of Information and Protection of Privacy Act of the Province of Ontario.

The purpose of this data collection is related directly to and needed by the School of Social Work, University of Windsor to administer the university / student relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements.

Data collected on this form will be disclosed and used as follows:

* by administrative and field office personnel for student field placement planning and record-keeping;
* by field instructors in community agencies for placement planning;
* for academic counselling.

If you have any questions about the collection, use, and disclosure of this information please contact: Director of the School of Social Work OR the FIPPA Coordinator, University of Windsor, 401 Sunset Avenue, Windsor, Ontario, Canada N9B 3P4.

**Application Summary Check List**

j0434713Complete the check list below to ensure that you have included all materials necessary for processing your application. **This sheet must be filled out and included with your application.** The percentages in parentheses indicate the evaluation weight for each section. Note: Your Grade Point Average (GPA) has a weight of 30%.

**Your application will not be reviewed until all of the following information is received:**

|  |  |
| --- | --- |
|  | Application for Admission Form, all 3 pages, signed in ink and dated |
|  | Personal Statement (30%) |
|  | Professional Experience Form (10%) |
|  | Study Plan Worksheet for your program  **\*If you are currently a University of Windsor student, this worksheet *must* accompany your application. Without the worksheet, your application will not be reviewed.**  *\*Not required for application to the Two-Year Honours Bachelor of Social Work for University Graduates or Ontario CYW Graduates program*. *Forms can be found at:* [*http://www.uwindsor.ca/socialwork/course-sequences*](http://www.uwindsor.ca/socialwork/course-sequences) |
|  | Reference # 1: Academic or Social Work employment/volunteer reference (**OR** VIP Certificate and Employer Report) (15%) –  **Name of referee:** |
|  | Reference # 2: Volunteer or employment reference (**OR** VIP reports if not used for the above) (15%)-  **Name of referee:** |

**IF YOU ARE APPLYING FROM AN INSTITUTION OTHER THAN THE UNIVERSITY OF WINDSOR…**

Official transcripts (current transcripts must be sent with your application and a final copy is required when available)

Application through the Ontario University Application Centre (OUAC) <http://www.ouac.on.ca>