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## Why study at the University of Windsor?

- All BSW and MSW programs of the School of Social Work, University of Windsor are fully accredited by the Canadian Association for Social Work Education (CASWE).
- Graduates are eligible for membership in the Ontario Association of Social Workers (OASW) and the Canadian Association of Social Workers (CASWE). Graduates are eligible to apply for certification to the Ontario College of Social Workers and Social Service Workers (OCSWSSW).
- Excellent geographic location on an international border creates research and leadership opportunities within a broad North American context.
- Unique program that allows for graduation with both a Bachelor of Social Work (BSW) and a Master of Social Work (MSW) in only five years.
- Our faculty are dedicated and are internationally renowned for education and research.
- We partner with more than 100 agencies and government partners and over 300 students (both BSW and MSW combined) are provided field internship activities each year.

## What are the requirements for admission to the professional years?

Requirements for professional years depend on whether you are an internal applicant or an external applicant.

You are an internal applicant, if you started with the School of Social Work as a pre-BSW student from semester 1 with two or fewer transfer credits.

You are an external applicant if you started in another major at the University of Windsor and/or have more than 2 transfer credits from another institution or a graduate from an Ontario Child and Youth Care Program or an undergraduate degree holder. For external applicants, the requirements for admission to the professional years include three main areas: courses, grades, and volunteer and/or work experience. These requirements are described below.

### a) Course requirements for admission to the professional years

Four-Year Honours Bachelor of Social Work Program and the Four-Year Combined Honours Bachelor of Social Work & Women's Studies or Disability Studies Program:

Students in any of the four-year programs need to have completed, be in the process of completing or have a plan to complete, the 20 required courses prior to the Fall semester of year 3. These courses include four courses from Social Work (SWRK 1170, SWRK 1180, SWRK 2100 and SWRK 2040), the combined program (if applicable), Foundations of Academic Writing I and II, Basic Quantitative Methods (statistics), science(s), discipline courses and electives.

There are no course requirements for university graduates or graduates from an Ontario Child and Youth Care Program who are applying to our 2-Year Bachelor of Social Work Program.

### b) Grade requirements for admission to the professional years

Current UWindsor students must have a minimum of 67% cumulative and a minimum of 70% major average (Social Work courses only) to have their application to the professional years considered.

University graduates must have a minimum grade of 70% (or equivalent).

Graduates of an Ontario Child and Youth Care must have a minimum GPA of 3.0 (or equivalent - excluding placement courses).

**Please note that these averages only reflect the minimum requirements and that actual admission averages are usually 5%-7% higher and that no exceptions to the grade requirements are made for admission to any of our programs.**

- c) Volunteer experience requirements for admission to the professional years:
- Volunteer experience can take many forms and it ranges from agency to agency. The School especially values experience at agencies that employ professional social workers, but any volunteer experience is relevant.
  - There is no specific volunteer hours requirement for admission into the professional years of the BSW program. However, it is the applicant's responsibility to explain how these volunteer experiences have prepared them for a career in social work. The closer this experience relates to a human service delivery process, the better.

### Is the BSW program offered online and/or part-time?

The BSW professional years are offered on a full-time basis via in-person delivery only.

Students who are accepted and admitted into the pre-BSW program can take on a part-time course load (only for year 1 and year 2 of the program).

### Do you recognize Child and Youth Care programs from private colleges in Ontario?

We typically do not offer a transfer pathway for graduates of CYC programs at private colleges in Ontario. The only occasion in which the department could consider an application from a graduate of a private college is if the private college's CYC program is accredited by the Ministry of Colleges and Universities (MCU) under the same program code as the CAAT (Colleges of Applied Arts and Technology) institutions. The accreditation would mean that the private college and the University of Windsor meet the same vocational and program learning outcomes by meeting accreditation standards, and your application may be eligible for review. This process is facilitated on a case-by-case basis.

### I have a Social Service Work (SSW) diploma. Is this diploma considered for application to the 2-year BSW program?

We currently consider only graduates of CYC programs in Ontario for admission.

### What is the process of submitting the external application?

For external applicants new to UWindsor, the process involves two steps:

#### **Part 1: For applicants from other institutions:**

Apply via OUAC (Ontario Universities' Application Centre). Upon completion of this step, you will receive a confirmation email from OUAC. You will soon receive an email with a PDF file attached from the University of Windsor's Registrar's Office with your Student ID and PIN number (this can take 5-7

business days). You will need to create a UWinsite Student account with this ID and PIN. This is where you will upload the supplemental application documents.

In OUAC, you will choose as follows:

- Institution – University of Windsor
- Program Title – Social Work
- Program code – NW
- Expected date of enrollment – Fall [year]
- Choose “Upper years”

**Part 2:** Download the application from the School’s website [Honours BSW Program Application and Admissions Process | School of Social Work \(uwindsor.ca\)](#), and complete and submit it according to the instructions provided on the application.

Applicants who have previously attended the University of Windsor, but have not been enrolled for 3 consecutive semesters or more, will need to complete a “Returning Student Application” in UWinsite Student ([Returning Student Application Instructions](#))

Applicants who have attended the University of Windsor within the last year will need to complete a “Change of Program Application” on UWinsite Student ([Change of Program Application Instructions](#)).

When applying, please choose from the following programs:

- Social Work - Honours
- Social Work – Disability Studies (Honours)
- Social Work – Women’s Studies (Honours)

You will then download the application from the School’s website and upload your completed documents via the UWinsite Student Portal. This link, [http://ask.uwindsor.ca/app/answers/detail/a\\_id/555](http://ask.uwindsor.ca/app/answers/detail/a_id/555) includes instructions on how to upload the documents into UWinsite Student.

### I am an external applicant. How do I submit reference letters?

1. Referees must email their letter and form 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 referee's full contact information should be on the letter so they can be reached for verification. Additionally, the full student's name and student number should appear on the reference letter as well.
5. The contact information provided should match the sending email, preferably the referee’s professional contact information versus personal.

**Applicants must provide the details to their referee on how to submit the reference letter and a copy of the reference form.**

**Should reference letters be included with the application or can they be sent later?**

It is best that you have all reference letters sent directly by your referees to the Registrar's Office before your application deadline so they can be reviewed promptly. Note that your application will not be reviewed until all required documents are received. If a required document is submitted after the deadline, the application will be considered late.

**Who can I use as an academic reference since I have not been in school for a while and the professors do not remember me?**

Contact the head of the department in which you majored. Explain your situation and request that they write a reference based on your transcript. You must have a post-secondary academic reference unless you have been out of school for 10 or more years.

**I am an external applicant. How do I submit my transcripts?**

- a) For applicants from other institutions, submit your interim transcript with the application. The final official transcript must be sent to the University of Windsor's Registrar's Office as soon as it is available.
- You can request the final transcript from your current institution according to their process to be sent directly to the University of Windsor's Registrar's Office.
  - If the option to send via email is available, it can be emailed directly to [transcripts@uwindsor.ca](mailto:transcripts@uwindsor.ca).
  - If your current institution will not send transcripts via email, they can be mailed directly to our Registrar's office as well.

Arrange to have the transcript sent from your current institution directly to the University of Windsor's Registrar's Office:

OFFICE OF THE REGISTRAR - UNIVERSITY OF WINDSOR  
401 SUNSET AVENUE  
WINDSOR, ONTARIO  
N9B 3P4

- b) Current Pre-BSW transfer students at the University of Windsor do not have to send transcripts from previous institution(s) of study.

**Do I need to provide volunteer/professional experience related to Social Work?**

Volunteer/professional experience related to Social Work is an added strength for your application. If you are providing a social work-related volunteer/ professional experience, the referee should be a registered social worker. The referee should have a Bachelor of Social Work or Master of Social Work and should be registered with the Ontario College of Social Workers and Social Service Workers (OCSWSSW).

## I am an internal applicant. What is the process of submitting an internal application?

1. Applicants qualified for this application must first complete a change of program application via UWinsite Student: [Change of Program Application Instructions](#). When applying, please choose from the following programs:
  - Social Work – Honours
  - Social Work – Disability Studies (Honours)
  - Social Work – Women’s Studies (Honours)
2. After submitting the Returning Student application via UWinsite, you will need to download the [professional years application for internal applicants](#) from the School’s website. The completed application must be uploaded to UWinsite: [http://ask.uwindsor.ca/app/answers/detail/a\\_id/555](http://ask.uwindsor.ca/app/answers/detail/a_id/555).

## Do internal applications require references and/or volunteer and professional experience forms?

No, internal applications do not require reference letters and/or volunteer and professional experience forms.

## Can I email or mail my application to the school?

No, all applications must be submitted ONLY through UWinsite.

## I forgot to submit one of the check-listed items. Can my application be reviewed?

No. Applications that do not contain all the required documents on the application checklist will be considered incomplete and will not be reviewed.

## What happens after submitting my application?

1. Upon initial receipt of the application, all applicants are sent an acknowledgment email that informs the applicant that they can monitor the status of their application in UWinsite. With that, they are asked to go and upload their documents.
2. From there, all applicants can track their application in UWinsite’s self-service. When applicants submit their documents online, they will not get a notification right away that this is complete. UWinsite will show the application as “Incomplete” until marked by the Registrar’s Office.
3. The Registrar’s Office will confirm the documentation uploaded properly, and then they mark that as complete.
4. Once all checklist items have been satisfied, the application will display as complete in the applicant’s student portal. There is no communication that advises the applicant that their application is complete.

**We advise students to allow a minimum of seven business days after the application has been submitted for their to-do list items to show as “complete”.**

### **Where can I find the study plan or course sequences?**

The following is the link to the webpage including study guides for the BSW programs that outline the required courses for each respective program: <https://www.uwindsor.ca/socialwork/435/course-sequences>.

### **Can I get my transfer credits checked before I submit my application?**

The following is a link to the UWindsor Transfer Credit Equivalencies Database of courses that have already been reviewed for transfer: ([UWindsor Course Equivalencies | Office of the Registrar](#) ). Transfer credits are only assessed once you are accepted to the university.

### **Will I be given credit for any of my relevant work experience?**

Although relevant work experience will strengthen your application, the BSW program does not substitute work experience for academic requirements.

### **How many students will be accepted into the Bachelor of Social Work program?**

We accept approximately 100 students each year into the Professional Years of the Bachelor of Social Work program.

### **Are most students who apply accepted into the Professional Years?**

The BSW program is rather competitive, and the percentage of students accepted into our program varies from year to year.

### **When will I know if I have been accepted?**

The School aims to send out offers of admission in early May each year; however, this is a working timeline. We understand your apprehension and will make every attempt to have application files reviewed promptly.

### **To complete all 20 required courses, I will need to take courses in Summer/ Intersession. Is this feasible?**

Yes. If you are missing one or two courses, there is a section on the application (study plan) that asks which course(s) you are missing and when you intend to complete them. Once you have accepted the offer, you will meet with an academic advisor and devise a plan to fulfill the required courses.

## What is the process for reviewing applications?

After your application has been submitted, it is checked and processed by the Registrar's Office and then sent to the department (the School of Social Work) for processing within the school. The Undergraduate Secretary reviews each application and distributes eligible applications for evaluation to Social Work faculty members in 2 rounds. Once evaluated, they are ranked in order based on the faculty reviews.

Admission recommendations are made by the Coordinator of Undergraduate Programs in conjunction with the Undergraduate Committee and submitted to the Registrar's Office for final approval.

**Please note that applications that do not meet the minimum grade requirements will not be sent out for review.**

## I did not get accepted. What do I do now?

- a) You may remain in the pre-BSW program and re-apply for the professional years next year. If your grades are below the required averages, you may need to retake some courses, which is the most efficient way to improve your average.
  - Please be advised that the student's best mark in a repeated course is the one that counts, so if you repeat a course and do more poorly the second time around, it is the first-time mark that counts.
- b) You may change your major to the area in which you took your 6 discipline courses and complete a degree in that area. Once you have completed your degree in your discipline, you may apply to the 2-year BSW program for those with an undergraduate degree or, if you have outstanding marks, and your honours degree is in a related field, to the 2-year regular-track MSW program.

## Is it possible to defer my admission?

Upon consultation with the BSW Coordinator, you may be granted permission to defer your acceptance for one year. Please advise your Undergraduate Admissions Officer in the Registrar's office of your deferral. Officers are allocated by student last name: [Contact Us | Office of The Registrar](#).