



University
of Windsor

**Ph.D. Program
School of Social Work
Information and Instructions for Applicants
2025-2026**

2025-2026 Applicants

We are admitting students to the full-time Ph.D. program for the **Fall of 2025**. Please check our [website](#), for information on the Ph.D. program in Social Work.

APPLICATION DEADLINE DATE: Wednesday, January 15th, 2025

Admission

The Ph.D. Program admits up to five qualified domestic students (Canadian citizens or permanent residents) plus international (VISA) students wishing to pursue doctoral studies in Social Work. Admission criteria include the following:

- Completion of a Social Work degree from an accredited university
- A minimum A- (80%) average in the most recent graduate degree
- Statement of interest
- Research proposal
- Curriculum vitae; including practice and educational experience
- Sole or co-authored sample of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper
- Three letters of reference
- Transcripts

Completing the Application

Read all of the enclosed instructions carefully. FAXED documents are NOT acceptable. You must assemble all relevant documentation and apply online through eGAS – the University of Windsor's Graduate Application System.

Application Forms

There are two steps to completing the PhD application:

1. Apply online through the eGAS [website](#) and select 'Applicants' on the left-hand menu. Please read and review the eGAS application instructions before you begin.
2. You must also complete the 2025-2026 Application for Admission to the Ph.D. in Social Work Program at the School of Social Work, University of Windsor. |The application form is attached to these instructions and can be found [here](#).

Transcripts

Transcripts must be submitted for all college, undergraduate and graduate programs you have attended (submit through the eGAS application). Unofficial transcripts and documents can be uploaded into your application. Hard copies will not be accepted. If you are successful in receiving an offer of admission, official copies of any transcripts and documentation would be required prior to enrolment. Transcripts in languages other than English or French must be accompanied by a certified literal translation.

Reference Forms

You are to include three (3) reference forms in your application package: two academic and one academic, employment or helping professional you have worked with and knows you well enough to appraise your suitability for doctoral education in Social Work. When you submit your application online through eGAS your referee will receive an email to complete the required reference form. In addition to the form, the School of Social Work has specific criteria we request of a referee to address about each applicant. The reference form provides space for your referee to do so. It is your responsibility to inform them of these requirements which can be found on our [website](#). Please refer to the Academic Referee 1 instructions, Academic Referee 2 instructions, and Academic, Employment, or Helping Professional Referee 3 instructions. Do not include personal references (i.e., friends or family).

Statement of Interest (one-page)

Provide a statement of interest that addresses why you wish to pursue full-time doctoral studies in social work at the University of Windsor and at this particular time in your life. Additionally, discuss the plans you have in place for addressing the additional demands placed on you while completing the degree requirements within an expected four-year time frame (e.g. leave of absence, employer, family & financial support). Last, discuss what you hope you will be able to do with a PhD degree once completed.

Research Proposal (7-10 pages)

Provide an original document that demonstrates your academic abilities and potential in the form of a research proposal in your chosen area of interest for your PhD studies. This is to be typed, double spaced, and follow APA format (current ed) and include the following:

- A problem statement with accompanying rationale about an issue you believe needs scholarly research.
- A scholarly literature review of the literature that identifies gaps in research.
- Research questions and/or hypotheses derived from the literature review that may serve to frame your study.
- Potential methods for conducting your study that includes all of the following: methodological design (e.g. qualitative, quantitative, or mixed design) population to include in study, sampling methods, recruitment strategies as applicable, data collection, data analysis and implications for social work practice, education, and future research).
- The anticipated contribution of your proposed study to social work knowledge.
- A reference list.
- Please note the page limit excludes the cover page and references.

Curriculum Vitae

Provide a detailed CV which includes your post-secondary education, experience in social work (including paid, volunteer, full /part time, international and practicum/internship), research experience, presentations, scholarship awards, professional publications, reports (research or technical), and presentations at scholarly conferences.

Writing Sample

Provide a sole authored or co-authored sample of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper.

Language Requirements

Proof of language proficiency is not required if English is the applicant's first language or if the applicant has completed at least two years of advanced full-time study at an accredited university in a country where English is the language of instruction. Where the above criteria is not met, you are **required to provide one** of the following:

- a TOEFL score of 600 (paper-based) or 250 (computer-based) or 100 (Internet-based);
- an IELTS score of 7.0;
- a CAEL score of 70;
- a MELAB score of 84;
- a score of 75% or above on the English Language Improvement Program – 3 (ELIP-3). It is possible to take a challenge test instead of taking the whole ELIP-3 program if you believe you will not need assistance in improving your English language skills in preparation for the PhD program. Information about this test and the ELIP program in general can be found at:
English Language Improvement Program
1880 Wyandotte (corner of Bridge & Wyandotte)
519-253-3000 x 3406
Email: aplumb@uwindsor.ca

In addition, it is strongly **recommended** that you write the Graduate Record Examinations (**GRE**) general test.

Offers of Admission

All offers of admission are made by the Dean of Graduate Studies, University of Windsor. Correspondence with a faculty member, department or school does not constitute approval for admission. All offers of admission are valid only for the term of entry indicated on the offer. Offers will be one of the following types:

1. Final - When all the application materials have been submitted and reviewed by the admissions committee; successful applicants will be issued a final offer of admission.
2. Conditional – If a conditional offer of admission is made, the offer will specify the conditions that must be met before an applicant can begin the program.

**Application Deadline:
January 15th, 2025**



**University
of Windsor**

For office use only:

CGPA _____

Graduate GPA _____

MSW GPA _____

BSW GPA _____

ID# _____

**School of Social Work
Ph.D. Program**

**APPLICATION FOR ADMISSION to the Ph.D. program in Social Work
2025-2026 ACADEMIC YEAR**

Please TYPE in this form and give all data requested.

PERSONAL DATA					
Family Name		Given names in full Underline name commonly used:		Other names on transcripts and official documents:	
Permanent Mailing Address					
Apt. #	No. & Street	City	Prov./State	Postal Code	Country
Home Phone #:		Work Phone #:		Cell Phone #:	
Email:					
Country of Citizenship:		If not Canadian, state proposed status in Canada: <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Other			
Country of Birth:		Languages spoken (underline native tongue)		Date of TOEFL/IELTS	TOEFL/ IELTS Score
Do you wish to identify yourself as a candidate for equity? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please specify: <input type="checkbox"/> Persons with special health considerations or disabilities <input type="checkbox"/> Racialized Peoples <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Sexual and Gender Minorities					
APPLICATION DATA					
Have you applied for the Ontario Graduate Scholarship Program? <input type="checkbox"/> Yes If yes: <input type="checkbox"/> Attach summary. <input type="checkbox"/> No					
Have you applied for the Social Sciences and Humanities Research Council of Canada Scholarship Program? <input type="checkbox"/> Yes If yes: <input type="checkbox"/> Attach summary. <input type="checkbox"/> No					
Have you applied for other financial scholarships/awards? <input type="checkbox"/> Yes If yes: <input type="checkbox"/> Attach summary. <input type="checkbox"/> No Please specify:					

References			
Academic (Reference 1) - Name	Address (Department, University)	Telephone	Years Known
Academic (Reference 2) – Name	Address (Business)	Telephone	Years Known
Academic, Employment or Helping Professional (Reference 3) - Name	Address (Business)	Telephone	Years Known

The following table is to be completed for statistical purposes only:

Type of Course	Approximate Date	Course Number or Number of Courses Taken
Statistics Course		
Research Methodology		
Quantitative Research Course		
Qualitative Research Course		
Qualitative Data Analysis Course		

I understand that all application materials become the property of the School of Social Work. I understand that I am able to examine my personal file at any time. I hereby certify that all statements are correct and complete including my declaration of status in Canada. I understand that I may have to provide documentation at some future date to substantiate my claim and that any misrepresentation of this data may result in the cancellation of my admission or registration status.

Applicant's Signature: _____ Date: _____

Please attach your:

- Curriculum vitae
- Statement of interest; including research proposal
- Professional or academic writing sample. Provide a sole authored or co-authored sample of professional or academic writing (if co-authored please note your specific written contribution). This may include a research-oriented paper, scholarly paper, report (research or technical), funding proposal or significant course paper.

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 office personnel for record-keeping; for academic counseling.

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 (519)-253-3000 ext. 4059. richardt@uwindsor.ca