

Professional Year Application- Admission FAQs 2022-23

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Why study at the University of Windsor?

- All BSW and MSW programs of School of Social Work, University of Windsor are fully accredited by the Canadian Association for Social Work Education.
- Graduates are eligible for membership in the Ontario Association of Social Workers and the Canadian Association of Social Workers. Graduates are eligible to apply for certification to the Ontario College of Social Workers and Social Service Workers.
- 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 and a Master of Social Work 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 together) 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 Pre-BSW student from semester 1 with two or less than two 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.

No course requirements for **University graduates or graduates from an Ontario Child and Youth Care Program**, who are applying to our Two Year Bachelor of Social Work Program.

b) Grade requirements for admission to the professional years

You need to have a minimum of 67% cumulative and a minimum of 70% major average (Social Work courses only) to have your application to the professional years considered. **For University**

graduates, you need to have a minimum grade of 70% (or equivalent. **For graduates from an Ontario Child and Youth Care Program**, you need 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.

Note: 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:

d) How many hours of volunteer experiences are required?

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. But 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.

Admission requirement for Internal Applicants:

Course Requirements: You 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

Grade Requirements: You need to have a minimum of 67% cumulative and a minimum of 70% major average (Social Work courses only) to have your application to the professional years considered.

Is BSW Professional years programs are offered online and part time?

Our Undergrad programs are full time face to face on-campus program. We are temporarily online due to Covid situation and will resume back to campus life once Covid situation is lifted/ resolved.

We don't have distance education for BSW program.

But students who gets accepted and admitted into the Pre-BSW program have an opportunity to take part time course load (only for Pre-BSW - for year 1 and year 2 of the program).

How do I apply to the Professional Years of the Bachelor of Social Work Program?

If you are an **Internal Applicant** (if you started with the School of Social Work as Pre-BSW student from semester 1 with two or less than two transfer credits), [click on this link](#)

If 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), [click on this link](#)

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 institution:

Applying via OUAC. You have to complete this part and you will receive OUAC confirmation. You will soon receive an email with PDF file attached from University of Windsor – Registrar’s Office with Student ID and PIN number (may take couple of days). You would need to create an UWinsite Student account with this ID and PIN. This is where you will upload departmental application (see below for details).

In OUAC, you will choose as follows:

- Institution – University of Windsor
- Program Title – Social Work
- Program code – NW
- Expected date of enrollment – Fall 2022
- Choose “Upper years”

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

For applicants from University of Windsor, who have attended the University 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](#))

When applying, please choose from the following programs:

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

Then you can download application from School website and upload your completed documents via 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.

When is the deadline for Professional Years Application?

Application must be received by 4:00 PM on Tuesday, February 1, 2022

I am an external applicant. How to submit reference letters and transcripts

SUBMISSION OF REFERENCE LETTERS FOR EXTERNAL/TRANSFER APPLICANTS

1. Referee's email their letter directly to the University of Windsor Office of the Registrar by sending it to 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.

Applicants need to provide the details to their referee on how to submit the reference letter and the copy of the referral form.

I am an external applicant. How to submit transcripts

A. For applicants from other institutions, submit the interim transcript with the application. The final transcript must be sent to the University of Windsor - Registrar's Office as soon as it is available.

- You can request the final transcript from your current institution according to their process but to be sent directly by them to the University of Windsor – Registrar's Office.
- If they have an option to send via email, they can send directly to transcripts@uwindsor.ca
- If your current institution will not send transcripts via email, they can mail it directly to our Registrar's office as well.

Address to mail the transcript from your current institution directly to the University of Windsor - Registrar's Office:

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

B. For applicants currently studying in University of Windsor

Current Pre-BSW Transfer students at University of Windsor don't have to re-send transcripts from previous institution(s) of study.

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

Step 1:

Applicants qualified for this application must first complete a “Returning Student Application” on UWinsite Student ([Returning Student Application Instructions](#)).

When applying, please choose from the following programs:

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

Step 2:

After submitting the Returning Student application via your UWinsite, you will need to download **THE PROFESSIONAL YEARS APPLICATION FOR INTERNAL APPLICANTS (in bold blue font)** from [Honours BSW Program Application and Admissions Process | School of Social Work \(uwindsor.ca\)](#).

Your application will download into your computer’s “Download Folder” automatically.

You will be required to complete the application and upload the following documents of the application on UWinsite Student by 4:00 pm on Tuesday, February 1, 2022.

([Documentation Upload Instructions](#))

Can I email or mail the application process?

No, all applications must be submitted ONLY through UWinsite Student.

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

No. Applications that do not contain all of the items indicated on the application checklist will be considered incomplete and will not be reviewed.

I don’t have University of Windsor Student ID. I am external/transfer applicant from other institution. How can I upload my documents in UWinsite?

When you submit the basic application via OUCA, you will get an email with a PDF attachment that includes their Student ID and PIN (within a couple of days)

You will be able to create a student for UWinsite (University of Windsor Student portal). Then you can send your other documents via 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.

What should I do after submitting my application? Why my application shows “incomplete” in my UWiniste after I had uploaded my documents?

This is the basic process after application is submitted:

- Upon initial receipt of the application, all applicants are sent an acknowledgement email which 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.
- From there, all applicants have the ability to track their application in self-service. When applicants submit their documents online, they **won't** get a notification right away that this is complete. The UWinsite will show the application as “Incomplete”.
- Registrar's Office will confirm the documentation uploaded properly within a day or few days, and then they mark that as complete.
- 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, but they can go to their application and monitor it.
- We advise students to give it a week or so, depending on when the application has been submitted, to wait for this confirmation.

Where can I find the study plan or course sequence?

Following are the link to study guide for the BSW that outlines the required courses for respective program: [Course Sequences | School of Social Work \(uwindsor.ca\)](#). 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

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

Here is the link to 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.**

Do Internal application require reference letter and volunteer/ professional experience form?

No, Internal application do not require reference letter and volunteer/ professional experience form.

Where can I find academic/employment and the volunteer experience letter, and Professional experience form?

You will find the academic/employment and the volunteer experience letter, and professional experience forms under EXTERNAL/TRANSFER APPLICANTS ONLY: SUBMISSION OF APPLICATIONS [Honours BSW Program Application and Admissions Process | School of Social Work \(uwindsor.ca\)](#)

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

We accept around 100 students each year into Year 3 of the Bachelor of Social Work program.

Are most students applied accepted into Professional years?

It's a competitive program and the percentage of students accepted into our program varies from year to year

When will I know if I have been accepted?

Our initial offers of admission will be made in May 2022; however, this is a working timeline. We understand your apprehension and will make every attempt to have your application files reviewed promptly.

What are the options if I'm not accepted into the Professional Years but still want to pursue a career in social work?

1. **You may stay in the pre-BSW 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. If you do this, 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.
2. **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 complete your degree in your discipline area, you may wish to apply to the 2 year BSW 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 MSW.

What is the process for reviewing applications?

After you submit your application to the Registrar's Office, it is recorded, processed and then sent to the Undergraduate Secretary for processing within the school. The Undergraduate Secretary reviews each application and distributes those eligible applicants for evaluation to Social Work faculty members. Once evaluated, they are ranked ordered 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.

Should Reference letters be included with the Application or can they be sent at a later date?

It is best that you have all of your Reference letters sent directly by your referees to the Registrar's Office before your application deadline so it 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.

Commented [JM1]: Abi, where did you get this point?

Commented [AT2R1]: The answer was from FAQ that was previously done by Dr. Grant

Due to Covid pandemic, I didn't have chance to volunteer. I don't have volunteer hours. Will this affect my application?

Volunteer experience can be from past. If you had previous volunteer experience and can get a reference from that place, that would be a good.

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.

Commented [JM3]: I don't understand this question not the response to this question

Commented [AT4R3]: The question and answer was from FAQ that was previously done by Dr. Grant

Do I need to give volunteer/professional experience in related to Social Work?

Volunteer/professional experience in related to Social Work is an added strength for your application. If you are giving a social work-related volunteer/ professional experience, the referee should be a registered social worker. That is referee should have BSW/MSW and should be registered with the Ontario College of Social Workers and Social Service Workers (**OCSWSSW**).

Should my transcript from another university be sent to the Registrar's Office with the Application Form or could it be sent at a later date?

Your interim transcript should be enclosed with the Application. The final transcript must be sent to the Registrar's Office as soon as it is available. Incomplete applications will not be reviewed until all documentation is received by the Registrar's Office.

In order to complete all 20 required courses, I will need to take courses in Summer/ Intersession. Can I do that?

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 it/them. Once you had accepted the offer, you will meet with academic advisor and plan your study plan to fulfill required courses.

I had taken other courses that are similar to the required Bachelor of Social Work courses, either at another university or community college. Will I be given credit for these courses?

Advanced standing or transfer credits are determined by the Registrar's Office at the time of admission. Check with the Registrar's Office regarding the courses you wish to have considered as transfer credits once you had accepted your admission offer.

Is CYC diploma from any Ontario College accepted for professional years admission?

CYC diploma (graduates from an Ontario Child and Youth Care Program) from any college in Ontario is accepted for professional year admission.

Do you recognize Child and Youth Care program from private college in Ontario?

We typically don't take anything from a private college. The only thing we could consider, but we would need an application to evaluate, is if the private college diploma is accredited by the Ministry of Colleges and Universities (MCU) under the same program code as the CAAT institutions, as that would mean that they meet the same vocational and program learning outcomes, so that could be some possible consideration.

I have SSW. Does this diploma consider for professional years admission?

The SSW is 2 years diploma. The CYC is 3 years diploma. So, we currently consider only CYC for professional years admission.

Is it possible to defer my admission for a year?

You need to consult with the BSW coordinator if you are deciding to defer your admission to professional years.