



**MSW APPLICATION INSTRUCTIONS FOR SEPTEMBER 2024 ADMISSION  
FOR UTSC STUDENTS IN YEAR THREE OF THE  
BACHELOR OF SCIENCE SPECIALIST IN MENTAL HEALTH STUDIES PROGRAM**

**APPLICATION DEADLINE: NOVEMBER 28, 2022**

**DOCUMENTATION REQUIRED:**

- 1) School of Graduate Studies Online Application and Application Fee
- 2) Unofficial transcripts from all academic institutions attended (college and university)
- 3) Two References
- 4) CV
- 5) Personal Statement

**About the Application:**

Applications to the Factor-Inwentash Faculty of Social Work must be submitted to the School of Graduate Studies (SGS) using an online application which is housed on a secure server at the University of Toronto. The online application allows applicants to manage and submit biographical and educational information, as well as specific documentation, outlined below, immediately to the University of Toronto. Applicants can edit an in-progress application and check the status of all documents submitted using a secure password and Userid. An email account is needed to complete the online application, as the University of Toronto will correspond with applicants using email.

Applications are considered complete and are reviewed only after all documentation is received.

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.**

**How to Apply:**

1. Log in to the online application. The link to apply: <https://admissions.sgs.utoronto.ca/apply/>
2. Provide the biographical and education information requested.
3. Provide contact information for your referees. Be sure to inform your referees that you are doing this and that the University of Toronto, SGS will be contacting them by email.
4. Upload your supporting documentation directly onto the online application portal
5. Submit your payment to finalize your application by **November 28, 2022**.

## Notes about the application portal:

You may save and return to the application at any point in the process.

You will be required to enter information for your referees. Your referees will automatically receive a notification email that they have been requested to complete a reference for your application, along with instructions to submit their reference in the application system. If you need to send a reminder email to your existing referees, you can do so through the applicant portal.

All application documentation is submitted electronically through the SGS online application portal. To view the status of your application, please log in to your account to view your applicant status portal.

## DOCUMENTATION REQUIRED:

1. **SGS Online Application:** Please pay careful attention when making your selection for the Program of Study. The following are your options:
  - **Master of Social Work: Combined Honours Bachelor of Science, Specialist Co-operative in Mental Health Studies**
  - **Master of Social Work: Combined Honours Bachelor of Science, Specialist in Mental Health Studies**
2. **Application Fee:** The total application fee is \$125. Payment is made once you have uploaded all of your application materials, using only a Visa or Mastercard credit card. Applications will not be processed until the application fee is received. The system will not accept payment via Visa debit or Mastercard debit.
3. **TRANSCRIPTS OF ACADEMIC RECORDS** - You are required to upload one electronic transcript from each post-secondary institution attended (colleges, including CEGEP, and universities). Electronic transcripts must be up to date and include the “legend” which is usually printed on the back of the paper transcript. Please ensure that the file is complete and readable before submitting.

**Note: if you are offered admission, submission of all academic official transcripts will be a condition of admission. Transcripts are considered official if received directly from the academic institution.**

4. **Reference Forms:** The University of Toronto, SGS online application system facilitates the online submission of reference letters. Detailed instructions are provided within the system.

**Two references are required: one academic and one from a work/volunteer setting and the reference template is available on our website:**

<https://socialwork.utoronto.ca/admissions/msw/msw-application/>

You will be asked to provide contact information for your referees, including a valid institutional/organizational email address, if available. The system will send an email to each of your referees, inviting them to submit the completed form directly to the application database using a secure interface. The email will include reference instructions and the reference form.

It is important to communicate with your referees well in advance of submitting your online application for admission to confirm contact information and ensure they are willing and able to provide a reference by the deadline date.

A valid institution or organization email address is necessary for a referee to upload their letter. Email addresses that are shared, anonymous, generic or not linked to an institution, organization or business are not acceptable (e.g. Gmail, Hotmail, and Yahoo!). We strongly suggest you choose a referee who has a valid institution or organization email address.

If an individual does not have a valid email address, look at designating a different referee. If (despite your best effort) absolutely no alternative referee with a valid institution or organization email address is possible, you can enter a non-institution or non-organization email address in the online admissions application (it is not necessary to contact us). Be aware this may delay review of your application as we must verify the authenticity of reference letters received in this manner. For every referee, enter a telephone number where they can be reached for our verification purposes.

**PLEASE NOTE: The following Items must be submitted in electronic form only (PDF is preferred) by uploading them directly to the SGS online application portal.**

5. **Curriculum Vitae (CV):** Please carefully consider the following guidelines for your CV. There is no page limit to the CV.

(i) Your CV must clearly differentiate whether your experience has been paid, voluntary or through practica. Please list volunteer experience separately from paid employment. Include all experience, both related and unrelated to social work, including Canadian and international.

(ii) Use the following headings – use only those that are applicable to you and add/include any relevant headings, as needed. [Do not combine sections but present each bullet respectively]:

- Education
- Employment
- Volunteer Work
- Co-Op Placements
- Research Experience
- Publications/Conference Presentations

(iii) For each experience, you must include both the month and year, and total number of hours. For example:

Position Title, Organization, Dates (i.e.) May 2015 – August 2016 (640 hours)  
Description of your role

**Please be as thorough as possible in stating the month and year, and total number of hours. Omission of this information will lessen the applicant’s probability of admission.**

(iv) **There is no page limit to the CV.**

6. **Personal Statement:** The general objective of the MSW Program is to educate students for *professional practice*\* within a framework of social work and social welfare principles, critical professional judgement, systematic inquiry, and ethical responsibility.

The following essays form a critical part of the application, and will be a determining factor in the selection process. While answers should be fully developed, please limit the length of responses to **400 words per question**. **Include your name on each page.**

As a general rule, in responding to these questions you want to provide clear, concise, and sufficient information of a superior quality that will enable the Admissions Committee to assess your motivation, appropriateness and suitability for this MSW Program. **The Factor-Inwentash Faculty of Social Work (FIFSW) values the diverse identities and lived experiences that our students bring to the MSW program and the profession of social work. We encourage applicants to share those identities and lived experiences and/or commitment to social equality when answering the questions in the personal statement.**

\*Professional practice is broadly defined and can include interventions at various levels (e.g. policy development, administration, community, individual, family and group work).

- i) What experiences motivate you to (a) become a social worker; or (b) continue your social work education?
- ii) Describe your skills (e.g.: volunteer/work) that you believe are relevant to social work (with examples). In particular, please describe your experiences working with diverse and marginalized populations.
- (iii) Describe your most substantial accomplishment and explain why you view it as such.
- (iv) Discuss how you believe a social worker could work with a contemporary social problem of interest to you.
- (v) How do you think that the FIFSW MSW program can specifically benefit you and how do you think that you can contribute to the program? Please provide specific examples of how you will use your education in the future.

These factors will be considered in evaluating your written statement:

- Ability to respond to the questions clearly and succinctly.
- Ability to demonstrate analytical skills.
- Experience (voluntary or paid) in the social services or related fields, and knowledge of critical social issues.
- Strengths and suitability for professional practice
- Complementary fit between the teaching faculty/field education resources and your learning interests/objectives.

## **FOR YOUR INFORMATION:**

- If you are offered admission, the offer will be for **Fall 2024 and will have the following admission conditions:**
  - (a) Maintain a B+ average (CPGA) of 3.30 in both Year 3 and Year 4 of your B.Sc. Specialist Program in Mental Health Studies, and confirmation of degree conferral.*
  - (b) Successful completion of PSYD37H3 – Social Context of Mental Health and Illness.*
  - (c) Successful completion of PSYD98Y3 – Thesis in Psychology.*
- The criteria for admission is based on academic standing, work or volunteer experience in the human services, written statement, and references.
- Ensure your application is complete, as incomplete applications cannot be processed. You can check the status of your application documents by logging onto the SGS online application portal. It is your responsibility to ensure your application has been received. Advise our office: [admissions.fsw@utoronto.ca](mailto:admissions.fsw@utoronto.ca) of any change in your contact information.
- Each year we receive many more qualified applications than spaces available in the program. The possession of the minimum admission requirements does not in itself guarantee admission. The Faculty reserves the right to select which qualified applicants it will recommend for admission to SGS. ***All decisions are final.***