



Doctor of Philosophy / Post Masters Diploma

Application Process – 2012 Admissions

Thank you for your interest in the Doctor of Philosophy in the Faculty of Social Work at the University of Calgary. Complete applications and the application fee of CDN \$100 for Canadian citizens and permanent residents or CDN \$130 for international students (those who will attend on a Study Permit) **MUST BE RECEIVED BY:**

4:30pm on January 31, 2012.

Please send all application materials directly to the Faculty of Social Work at the address below. Do NOT send your supporting documents to the Faculty of Graduate Studies.

Applications should be sent to:

Graduate Admissions
Faculty of Social Work
University of Calgary
PF 3256
2500 University Drive NW
Calgary, Alberta T2N 1N4

Application

1. **Online Application Form**

Complete and submit the online application form:

<https://www.gradapplication.ucalgary.ca/account/instructions.asp>

2. **Resume/CV**

Submit a detailed CV/resume detailing your experience (volunteer and/or paid) relevant to social work to the Faculty of Social Work. Please include educational history, professional experience (including teaching), professional and educational awards/distinctions, publications, and presentations.

3. **Study Plan/Research Proposal**

Submit a study plan (approximately 10 pages) to the Faculty of Social Work. In the study plan include a discussion of: a) your reasons for pursuing doctoral education in the Faculty of Social Work at the University of Calgary, b) your educational goals and career expectations, c) a research proposal outlining the research problem you hope to investigate and your preliminary ideas regarding methodology, and d) prior research course work and experience.

4. **Transcripts and References**

Submit **TWO** official sets of transcripts from all post-secondary institutions attended, as well as **THREE** references (including completed reference forms as well as accompanying letters of reference). References and transcripts submitted by students will be accepted only if they **remain in envelopes sealed and signed** by the issuing party.

5. **Application Fee**

Submit your application fee with the resume and study plan. See below for more details.

6. **Sample of written work**

Include **ONE** sample of written work such as a published or unpublished scholarly paper and/or a professional report.

Note: Transcripts and references can be sent directly to the Faculty of Social Work from the issuing party or included with the application package. Students are strongly encouraged to submit all supporting documents in one complete package.

Application Fee

Applicants are required to submit a non-refundable application fee with each application. The application fee is:

- CDN \$100 for Canadian citizens and permanent residents
- CDN \$130 for international students (those who will attend on a Study Permit)

Applications received will not be processed if the application fee has not been submitted. The application fee may be in the form of a money order or a micro-encoded cheque in Canadian or the equivalent amount in US currency, made payable to the **University of Calgary**. Do not send cash through the mail. This non-refundable application fee covers the processing of the application file whether or not the applicant is admitted to the University of Calgary.

Put the application fee into a separate envelope clearly marked with “**Graduate Application Fee**” and **your name** and include the envelope with your application package.

Transcripts

Applicants must arrange to have **two** sets of **official** transcripts from **all** post-secondary institutions attended, regardless of the number of courses taken and the amount of time spent there, sent directly to the Faculty of Social Work. Official transcripts are transcripts sent directly from the issuing institution to the receiving institution. Transcripts received from the applicant must remain in a sealed envelope with a stamp or seal across the envelope, indicating that the transcripts have not been accessed in any way.

Applicants are **not** required to submit transcripts documenting work done at the University of Calgary, although they need to indicate this in the “Academic history” section on the application form.

If the original transcripts (and the degree certificates from those institutions that do not indicate the awarding of degrees on the transcripts) are in a language other than English, the applicant must also send the graduate program an additional copy of each transcript (and degree certificate) with a notarized **word-for-word** English translation.

References

All PhD applicants must submit **three** letters of reference, one of which is from an academic source.

In compliance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, which states that no substantive information, such as attendance, performance or salary history can be provided to any outside body without the specific written consent of the individual, the applicant is required to complete a Reference Letter Request form, and forward it with the Reference form to each of the referees.

The applicant must complete the first page of the *Reference* form. Under “Mailing Instructions,” where it says “Send completed reference to this address,” **fill in one of the following:**

- the applicant’s mailing address (for those who wish to submit the references along with all other supporting documents)
- the mailing address of the Faculty of Social Work (see page 1 of this document)

Referees must complete the assessment form provided and provide an accompanying letter. The letter must have the referee’s original signature on each page. **All references must be sent in a sealed envelope with the referee’s signature across the seal.**

An appropriate letter of recommendation is one written by an independent individual who can provide an assessment of the applicant’s background and capabilities with respect to the PhD program. Letters from friends, family members, colleagues, people currently registered in a graduate degree program, or general reference letters that are not written in support of the person’s application to the particular graduate program **are not acceptable.**

A reference from a non-academic source should come from a person who has had direct supervisory experience of the applicant. **An applicant currently registered in a graduate degree program, or who has recently completed a graduate degree program, must submit one letter of reference from his/her program supervisor.**

References are valid for one year after the start date of the program applied for.

EAP, TOEFL, IELTS and MELAB Examinations

Students whose primary language is not English are required to provide proof of proficiency in English in one of the following ways:

- By writing the TOEFL and obtaining a score of at least 580 (written test), 237 (computer-based test) or 93 (internet-based test). **Applicants completing the internet-based TOEFL must obtain a score of at least 27 in the Writing Component**
- By writing the IELTS and obtaining a minimum score of 7.0
- By writing the MELAB and obtaining a score of 60
- Successful completion of Tier 3 of the EAP (English Language for Academic Purposes program)

Advanced Credit

Applicants who wish to apply for advanced credit toward the program must do so in writing **at the time of application for admission**. This should be accompanied by a detailed course outline of the course for which advanced credit is being sought.

Courses for which advanced credit is being sought must be from a recognized institution, not have been used for any degree or diploma accreditation, and have been taken within the past **five** years. Advanced credit is not normally given for courses taken more than five years before admission to the current graduate degree program or for courses taken for the purposes of qualifying for admission.

They must be graded, graduate level courses, and the graded level of performance must be equivalent to a “B” grade or higher standing at the University of Calgary. Advanced credit may not exceed either one-third of the program or two full-course equivalents, whichever is less.

No fee credit is given for courses that are used for advanced credit, or for courses taken as an unclassified or qualifying student.

ALL TRANSCRIPTS, REFERENCES, TEST SCORES AND OTHER DOCUMENTS BECOME THE PROPERTY OF THE UNIVERSITY OF CALGARY AND *WILL NOT* BE COPIED FOR OR RETURNED TO THE APPLICANT, NOR WILL COPIES BE SENT TO ANY OTHER FACULTY AT THE UNIVERSITY OF CALGARY OR INSTITUTION.