



Master of Social Work Application Process – 2012 Admissions

Thank you for your interest in the Master of Social Work Program 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 must be received by December 1, 2011:

- **The deadline date for application submission is December 1st at 4:30 p.m.** for all Calgary MSW Programs (Clinical Social Work Practice [campus based], International and Community Development [campus based], and Leadership in Human Services [distance], and MSW/MBA)

Application packages that are post-marked on or after the deadline date will not be accepted.

All Calgary MSW application materials should be sent to:

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

Application Materials

Please read and follow all the application directions carefully. The MSW admission committee requires documents that are complete, thorough, and professionally presented.

1. Online Application Form

Complete and submit the online application form:

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

2. Resume

Submit a detailed hard copy resume of your experience (paid and volunteer) relevant to social work. Please list your paid work experience in one section and your volunteer experience in another section. Clearly indicate the amount of time spent in each position for each category and provide a total for time spent doing paid work and another total for time spent doing volunteer work. Also include educational history, professional experience (including teaching), professional and educational awards/distinctions, publications, and presentations.

For students applying to the Foundation-year MSW program (applicants without a BSW degree), a minimum of 3000 hours of social service experience is required.

The Faculty of Social work defines social services experience, either paid employment or volunteer work, as organized activities, interventions, or some other elements that reflect policies and programs responding to recognized social problems/needs or to improve the well being of those at risk. (Adapted from the *Encyclopedia of Social Work*).

Examples include paid and/or volunteer experience in a recognized government, non-profit, or social service agency. It is expected that MSW applicants will have had experience at a higher level of responsibility.

Examples of relevant social service experience:

- Group home/residential worker
- Crisis line volunteer
- Camp counsellor with children and youth
- Teacher's assistant
- Hospital volunteer
- Research assistant in human services research
- Overseas social development experience
- Child welfare worker (protection, guardianship, policy analyst)
- Counsellor in a non profit agency
- Case manager in hospital and/or health and/or mental health setting
- Social planning in a municipal setting
- Teacher

Please note that this is not an exhaustive list. Applicants can make a case for special considerations of particular life, volunteer, or work experience if they can indicate connections to social work.

3. **Statement of Interest/Research Proposal**

Submit a hard copy study plan of approximately 5 pages (double-spaced). Within this plan, describe educational goals and career expectations and how they relate to the specialization for application and area of interest. Include both personal and academic rationales for such choices.

Applicants to the thesis route must provide an additional statement (approximately 5 double-spaced pages) describing the research problem for investigation and preliminary ideas regarding methodology.

4. **Transcripts**

Submit two official sets of transcripts from all post-secondary institutions attended.

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 tampered with in any way.

Applicants are not required to submit transcripts documenting coursework completed 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.

Note: Transcripts and references can be sent directly to the Faculty of Social Work from the issuing party or can be included with the resume and study plan the prospective student submits. *However, students are strongly encouraged to submit all supporting documents in one complete package. Transcripts submitted by students will be accepted only if they remain in envelopes sealed and signed by the issuing party.*

5. **References**

All applicants must submit 2 letters of reference, one of which is from an academic source (e.g., professor, practicum supervisor, advisor).

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 appropriate region office (see page 1 of this document)

Referees must complete the assessment form provided and write letters of recommendation addressing the applicant’s qualifications and suitability for the program. Letters accompanying the assessment form must bear the referee’s original signature on each page. All references must be sent in a sealed envelope bearing the referee’s signature across the seal.

An appropriate letter of recommendation is one written by an individual who can provide an assessment of the applicant’s background and capabilities with respect to the MSW 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. All reference letters must bear the appraiser’s original signature.

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

Note: Transcripts and references can be sent directly to the Faculty of Social Work from the issuing party or included with the resume and study plan that must be sent to the Faculty of Social Work. *However, students are strongly encouraged to submit all supporting documents in one complete package. References submitted by students will be accepted only if they remain in envelopes sealed and signed by the issuing party.*

6. 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 paid. Students are strongly encouraged to make credit card payments electronically as part of the online application. Alternatively the application fee may be in the form of a money order or a 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.

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 550 (written test)
- By writing the IELTS and obtaining a minimum score of 7.0
- By writing the MELAB and obtaining a score of 83
- 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 are encouraged to consult with the Director of the MSW Program before applying. Applicants who wish to make official application for advanced credit must do so in writing at the time of application for admission. This written request should include a pedagogical rationale related to the MSW program and should be accompanied by a detailed course outline of the course for which advanced credit is being sought. Please note that advanced credit is awarded at the discretion of the Director of the MSW Program. Examples of those courses approved for advanced credit include: transferring from an incomplete master’s program to another, courses taken at an advanced degree level. Examples of those courses not approved for advanced credit include: undergraduate courses, social work courses taken in advance of program core courses without appropriate consultation and approval).

Courses for which advanced credit is being sought must be from a recognized institution and not have been used for any degree or diploma accreditation. 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.

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.

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

Final Note

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 institution.