

**Supplemental Application Package
for the One-Year Honours
Bachelor of Social Work
(2024-2025)**



Important Instructions for Applying to the One-Year Honours Bachelor of Social Work Program:

Please read the following important instructions prior to starting the Supplemental Application package:

1) The Application Process

You must apply using the [Ontario Universities' Application Centre \(OUAC\) Undergraduate Application](#) by no later than **Friday, December 8, 2023**. The *OUAC Program Code* for the One-Year Honours Bachelor of Social Work program is **ABM**, which is located at the bottom of the program-listing page for Lakehead University. Click on the *Program Title* link (e.g. Social Work [One-Year Program] [Thunder Bay & Orillia]). Once on the *Program Details* page, select the campus that you are interested in attending. Lakehead University offers the One-Year Honours Bachelor of Social Work program at both of its campuses: Thunder Bay and Orillia. If you would like to submit an application to both campuses, you must use two separate application choices. Your OUAC application fee includes three choices. If you are planning to submit an application to both campuses, make sure that your preferred campus is your number one choice. Please note that when applying to both campuses you may be assigned to either campus based on your overall application score. **Campus assignments are final and nonnegotiable**. You cannot add a new application or change your campus location after **December 8, 2023**. Lastly, the *Program Details* page will automatically select your entry point for you (e.g. September). Keep in mind that the One-Year Honours Bachelor of Social Work program is 12-months in length and begins in July. There is not a September, January or May intake for this program.

2) Transcripts and Academic Records

You must submit **all** post-secondary transcripts. This includes all colleges and universities attended. If you are taking or have taken courses from a post-secondary institution other than your home institution, (e.g. on a Letter of Permission, as a visiting student, or exchange Student, etc.) you are required to submit official transcripts from those institutions as well. **You must submit all final official transcripts by no later than 4:30 PM EST on Monday February 12, 2024**. If you are currently completing courses at a post-secondary institution, you must submit in-progress official transcripts showing your entire course enrolment (i.e. in-progress courses) and grades to date. **Secondary school transcripts are not required! Current and previous Lakehead University students do not need to submit Lakehead University transcripts.**

If you attended or are attending an Ontario university or college, you must request transcripts through your online OUAC application!

Additional courses taken in the Winter 2024 term must be added to your application through OUAC.

3) Credential Assessments

If you have completed post-secondary studies outside of Canada or the United States, you are required to submit a full course-by-course international credential evaluation from [World Education Services \(WES\)](#) for every post-secondary institution that you have attended. **We must receive your results by no later than 4:30 PM EST on Monday February 12, 2024**. All associated fees are your responsibility. WES assessments may take several months or longer. Please plan accordingly. WES will inform us when your results are available. We can access your WES results electronically. **You do not need to send us a copy of the official transcript(s) that you send WES or a copy of the WES credential evaluation results.** WES will send us both.

Supplemental Application Package Instructions:

4) English Language Proficiency (if applicable)

If your first language is not English, you must demonstrate that you can cope with the language demands of an English language university. You may meet our English language requirements if you have completed at least three (3) years of recent full-time study in an English language school system. A medium of instruction letter from your institution may be required at the discretion of the Admissions Officers. Lakehead University also accepts many standardized language tests for those who are required to submit proof of English language proficiency. All associated fees are your responsibility. [Learn more about our English language proficiency requirements](#). **If you are required to submit proof of English language proficiency, we must receive your official results or medium of instruction letter by no later than 4:30 PM EST on Monday February 12, 2024.**

5) Supplemental Application Package

A) You are required to pay a \$50.00 Supplemental Application Fee, which is not the same fee that you paid when you applied.

For the following step, you will need access to your [student portal](#). Enrolment Services – Undergraduate Admissions will send your username and temporary password in your *Acknowledgement Email*. You should receive this email after Lakehead (not the OUAC) receives your application. This can take several days after submitting your completed OUAC application. Be sure to check your spam folders. Lastly, if you experience trouble accessing the student portal (i.e. you lost or never received your Acknowledgement Email or you need to reset your password), [recover your account](#).

Once you login to your student portal, ensure that you are under the Admission section and under My Applications. Click on the link called One Year HBSW Application Fee. You will need a valid credit card in order to pay your fee. Once you submit your payment, you will receive a **payment confirmation number**. **Your confirmation number is required on [FORM A](#) below.**

B) You are required to assemble the following supplemental application package, which contains the following documentation:

- [The Supplemental Information Form \(Form A\)](#)
- A Resume of Your Work and Volunteer Experience
- Special Accommodations Documentation (only if you have indicated you have a diagnosed disability [refer to #10 below for further information])

The School of Social Work must receive your **complete** Supplemental Application Package and references on or before **Friday, December 15, 2023**. The School of Social Work will not accept Supplemental Application Packages and references received after December 15th.

You are required to email your supplemental application package to the School of Social Work at social.work@lakeheadu.ca. Do not upload it to your student portal account using the document upload function.

6) References

Your choice of references should include individuals who can attest to your potential as a social work student and your demonstrated suitability for social work practice. You are encouraged to seek professional references from individuals who are familiar with your volunteer or social work related activities. **Family members and friends are not suitable references.**

Supplemental Application Package Instructions:

You must submit **two (2) references** to complete your supplemental application package. Refer to [Form B](#) below. Add your full name to the form and then forward to your referees to complete. **The referee must email the completed form to the School of Social Work at social.work@lakeheadu.ca.**

The School of Social Work must receive both of your reference forms by Friday, December 15, 2023. The references received must match the reference information provided on Form A below. To see if the School of Social Work has received both of your reference forms, refer to [View My Outstanding Documents](#) on the Applicant page in your student portal.

It is your responsibility to ensure that the School of Social Work receives both of your references by the deadline above.

7) Resume of Education, Work and Volunteer Experience

Please outline, in chronological order, your academic achievements, employment experiences and volunteer activities. Identify the position you held and include a brief description of your responsibilities, and the length of time you spent at each work or volunteer site. Additional information, such as extracurricular interests, workshops, seminars, certificates and other educational experiences, including field placements, should also be included. The Admissions Committee considers both depth and variety of Social Work related volunteer experience. Your resume should be no more than **five (5)** pages in length. The resume style and format is of your choice.

8) Submitting Documentation

A) You must submit all transcripts, credential assessments (if applicable), and English language proficiency scores (if applicable) to Enrolment Services – Undergraduate Admissions by the deadline dates.

If you attended or are attending an Ontario university or college, you must request transcripts through your online OUAC application. For other documentation or for transcripts from post-secondary institutions outside of Ontario, [you can upload copies of these documents to your student portal or email them to \[docs.admissions@lakeheadu.ca\]\(mailto:docs.admissions@lakeheadu.ca\)](#). Please include your Lakehead University student ID in the subject line of your email.

Lastly, you can mail your required documents to Enrolment Services – Undergraduate Admissions using the following address:

Lakehead University
Enrolment Services – Undergraduate Admissions
955 Oliver Road
Thunder Bay, ON P7B 5E1

You are responsible for ensuring that Enrolment Services – Undergraduate Admissions receives your documents on time.

B) You must submit your Supplemental Application Package by email to the School of Social Work at social.work@lakeheadu.ca. The School of Social Work will not accept incomplete or late submissions. Please take note of the deadlines above.

9) Admissions

The availability of fieldwork placements, qualified field supervisors, and class size limitations restricts admission to a selected number of individuals to each program annually. To be considered for admission, **you must have a minimum overall average of 70% based on the last ten (10) undergraduate/graduate degree level full course equivalents** (not including college transfer credits) from an accredited post-secondary institution completed at the time of application. **Please note that meeting the minimum admission requirements does not guarantee admission.**

Admission to the program considers professional and academic suitability determined by the following criteria:

1. **Academic Record** (40%)
2. **References** (20%)
3. **Resume indicating Work and Volunteer Experiences** (15%)
4. **Personal Statement** (see details below) (25%)

Enrolment Services – Undergraduate Admissions will assess your transcript(s) for transfer credit. You are strongly encouraged to [upload all Social Work related course syllabi \(not course briefs or course descriptions\) to your student portal](#). Submit your course syllabi no later than **May 1st, 2024**.

Should you have questions about the **Supplemental Application Package**, please contact Madge Chan in the School of Social Work at (807) 343-8010 ext. 8576 or by email at madge.chan@lakeheadu.ca.

10) Personal Statement Exam

Using your [student portal](#), you will be required to complete a personal statement exam online anytime between **9:00 am on January 19, 2024 and 5:00 pm on January 22, 2024**. The School of Social Work will email you further instructions to your Lakehead University email account by January 17, 2024. You are strongly encouraged to access your [student portal](#) and myEmail well before these dates. If you cannot, [recover your account](#)!

If you require special accommodations for your personal statement exam, please indicate this on Form A and include the required documentation indicated on Form A as part of your Supplemental Application Package submission. For applicants who are current Lakehead University students, please include a copy of your Special Accommodations Form available from Student Accessibility Services. For non-Lakehead University students, please include documentation from your home university/or a qualified practitioner clearly indicating any additional time required to complete the exam. You are responsible for any costs associated with writing the personal statement exam.

Your Personal Statement Exam consists of a series of essay-styled questions. Your responses will be evaluated on content, personal/professional awareness, and writing ability. The following are examples of questions you may be asked.

- Identify and discuss life experiences that have significantly affected your decision to select social work as a profession.
- How would you describe the role of a professional social worker?
- Reflect on the qualities that you possess that might enhance your practice of social work and those qualities that you would like to develop further in your professional social work training.

11) Admission to the One Year HBSW Program is offered on a full time basis.

12) Program Deferral Not Available

Students must accept admission to the HBSW program in the calendar year in which it is offered. Admission cannot be deferred to a subsequent year. If a student declines an offer, they must reapply with a full application of required documents in a subsequent year.

13) Course Sequencing

Students in the One Year program must complete the Summer Session Courses in July and August (SOWK 1100, SOWK 2011, SOWK 2012 and SOWK 3401) prior to moving on to remaining course requirements.

Supplemental Application Package Checklist:

Please use the following checklist when completing the application process:

	I have applied using the OUAC Undergraduate Application , and have paid my application fees by the deadline sated I the instructions. I have also noted my OUAC Reference number (i.e. 2024-123456-0) on Form A of my Supplemental Application Package.
	I have sent all of my post-secondary transcripts to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions. I have not included copies of my transcripts with the Supplemental Application Package.
	I have paid my One-Year HBSW Supplemental Application Fee and have included the confirmation number on Form A of the supplemental information package.
	For Applicants with a documented disability that require special accommodations to complete the Personal Statement Exam: As a Lakehead University student, I have included my Special Accommodations Form supplied by Student Accessibility Services. As a student from another institution, I have included documentation from my home university/or a qualified practitioner clearly indicating any additional time required to complete the exam (for non-Lakehead students).
	I have completed my full Supplemental Application Package , and have emailed it to along with a copy of my resume to the School of Social Work by the deadline stated in the instructions.
	For Applicants with International Post-Secondary Studies Only: I have made arrangements to have my course-by course international credential assessment from the World Education Services sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.
	For Applicants who Require Proof of English Language Proficiency: I have made arrangements to have my official English language proficiency test scores sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.
	I received my Acknowledgement Email and I have accessed both my student portal and myEmail. I understand that it is my responsibility to access each of these sites. If I cannot, I will contact Student Central (studentcentral@lakeheadu.ca), phone: 807-343-8500.
	It is my responsibility to ensure that my references have submitted the reference form (Form B) to the School of Social Work by the deadline date.
	I am prepared to write my Personal Statement Exam online, in a consecutive 3.5-hour timeframe, anytime between 9:00 am on January 19, 2024 and 5:00 pm on January 22, 2024 .
	I understand that the School of Social Work will not accept incomplete or late applications.

Important Contacts

Questions Regarding the Application Process (i.e. how to apply, how to submit transcripts, accessing my student portal and myEmail):

Contact Enrolment Services – Undergraduate Admissions at (807) 343-8500 or studentcentral@lakeheadu.ca.

Issues with the OUAC Application (i.e. how to access OUAC account, how to send transcripts, how to accept offer):

[Contact the OUAC.](#)

All Other Inquiries (i.e. Personal Statement Exam, Program Information, Supplemental Application Package):

Contact Madge Chan in the School of Social Work at (807) 343-8010 ext. 8576 or by email at madge.chan@lakeheadu.ca.

**FORM A: Supplemental Information Form
for the One-Year Honours Bachelor of Social Work**

Applicant Information	
OUAC Reference Number	
Refer to your OUAC account for a number that resembles 2024-123456-0.	
Confirmation Number	
From the One-Year Social Work Supplemental Application Fee .	
Full Name	
Include your first, middle and last name.	
Date of Birth	
Current Mailing Address	
If you move after submitting your application, be sure to update your address on your OUAC account , and email the Social Work Office at social.work@lakeheadu.ca !	
Personal Email Address	
Phone Number(s)	
Program Selection	
<input type="checkbox"/>	I have applied to the Thunder Bay Campus only .
<input type="checkbox"/>	I have applied to the Orillia Campus only .
<input type="checkbox"/>	I have applied to both Campuses . The Thunder Bay Campus is my first choice.
<input type="checkbox"/>	I have applied to both Campuses . The Orillia Campus is my first choice.
Program Status	
<input type="checkbox"/>	I have applied for full-time admission.

**FORM A: Supplemental Information Form
for the One-Year Honours Bachelor of Social Work**

Personal Statement Arrangements	
<input type="checkbox"/>	I understand that I will need 3.5 consecutive hours to complete the Personal Statement Exam online anytime between 9:00 am on January 19, 2024 and 5:00 pm on January 22, 2024.
<input type="checkbox"/>	<p>I have a diagnosed disability and require special accommodations for my Personal Statement Exam. I have included documentation from my home university/or a qualified practitioner clearly indicating any additional time required to complete the exam.</p> <p>Lakehead University students must include a copy of their Special Accommodations Form provided by Student Accessibility Services.</p>
Reference Information	
Reference 1	
Name	
Agency and Position	
Mailing Address	
Email Address	
Phone Number	
Reference 2	
Name	
Agency and Position	
Mailing Address	
Email Address	
Phone Number	

FORM B: One-Year Honours Bachelor of Social Work Reference Form 1

Name of Applicant:	
How long have you known the applicant?	
In what capacity have you known the applicant?	

Select the score for each question that best represents the applicant
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	Excellent (4)	Average (3)	Fair (2)	Poor (1)
Maturity and professional conduct				
Ability to work independently				
Demonstrates ability to communicate effectively				
Openness to feedback				
Responsible and reliable				
Demonstrates sensitivity and understanding				
Is self-aware and reflective regarding the impact of own behavior on others				
Values the worth, dignity and diversity of all individuals				
Ability to navigate stressful situations				
Ability to establish positive working relationships				
Potential for leadership				
Ability to resolve conflict in a professional manner				

You may choose to attach a separate letter of reference or provide comments below.

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Your Information	
Full Name	
Title/ Position	
Organization	
Phone	
Email	
Signature/ Electronic Signature	
Date	

Please email this completed form (and letter or other attachments, if applicable) to the School of Social Work at social.work@lakeheadu.ca by December 15, 2023.

FORM B: One-Year Honours Bachelor of Social Work Reference Form 2

Name of Applicant:	
How long have you known the applicant?	
In what capacity have you known the applicant?	

Select the score for each question that best represents the applicant
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	Excellent (4)	Average (3)	Fair (2)	Poor (1)
Maturity and professional conduct				
Ability to work independently				
Demonstrates ability to communicate effectively				
Openness to feedback				
Responsible and reliable				
Demonstrates sensitivity and understanding				
Is self-aware and reflective regarding the impact of own behavior on others				
Values the worth, dignity and diversity of all individuals				
Ability to navigate stressful situations				
Ability to establish positive working relationships				
Potential for leadership				
Ability to resolve conflict in a professional manner				

You may choose to attach a separate letter of reference or provide comments below.

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Your Information	
Full Name	
Title/ Position	
Organization	
Phone	
Email	
Signature/ Electronic Signature	
Date	

Please email this completed form (and letter or other attachments, if applicable) to the School of Social Work at social.work@lakeheadu.ca by December 15, 2023.