

**Supplemental Application Package for  
Applicants Applying to the Third Year of the  
Honours Bachelor of Social Work  
(2024-2025)**



**Important Instructions for Applying to Year Three of the Honours Bachelor of Social Work Program:**

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

**1)The Application Process:**

**IMPORTANT:** If you have already graduated with a university degree or are expecting to graduate in the spring from an accredited institution, you are **NOT ELIGIBLE** for the Third Year Honours Bachelor of Social Work program. Please apply to the One-Year Honours Bachelor of Social Work program.

**Applicants Currently Studying at Lakehead University:**

Apply using the [Lakehead University Undergraduate Application](#). The deadline to apply is **Friday, December 8, 2023**. Late applications will not be accepted.

Log in using your OUAC username and password. Under '*Application Links*' select '*Browse Programs*', and locate **Year Three of the Honours Bachelor of Social Work** (program code AAO) under '*Degree Programs*'. Click on the program name to apply.

On the '*Program Details*' page, select your intended start date, course load, campus and year level. Note, Lakehead University offers Year Three of the 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 select each program separately. Selected programs will be added to '*Program Choices*'. Your OUAC application fee includes up to three choices.

If you are planning to submit an application to both campuses, make sure that your preferred campus is your number one choice. Note you may be assigned to either campus based on your overall application score.

**For Applicants Who Are Not Currently Studying at Lakehead University:**

Apply using the [Ontario Universities' Application Centre \(OUAC\) Undergrad \(105\) application](#). The deadline to apply is **Friday, December 8, 2023**. Late applications will not be accepted.

The *OUAC Program Code* for Year Three of the Honours Bachelor of Social Work program is **AAO**. Click on the *Program Title* link (e.g. Social Work [Thunder Bay & Orillia]). Once on the *Program Details* page, select the campus that you are interested in attending.

Lakehead University offers Year Three of the 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 either campus based on your overall application score.

**NOTE: Campus assignments are final and non-negotiable.**

## 2) Transcripts and Academic Records:

For students not currently registered at Lakehead University: You must submit **all** secondary and post-secondary transcripts. This includes all high schools, 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. 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.

**Note, [final official transcripts](#) that display all final grades must be received by no later than 4:30 PM EST on May 8, 2024.**

***Current and previous Lakehead University students do not need to re-submit transcripts, unless you have attended an institution after attending Lakehead.***

## 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 May 8, 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.

## 4) English Language Proficiency (if applicable)

If your first language is not English, you must demonstrate that you are able to meet the language demands of an English language university. All associated fees are your responsibility. To learn more about our English Language Proficiency requirements, please visit: [English Language Proficiency Requirements | Lakehead University](#).

**If you are required to submit proof of English language proficiency, this is to be received by no later than 4:30 PM EST on May 8, 2024.**

If you are a second year student at Lakehead University, you are not required to submit proof of English language proficiency.

## 5) Supplemental Application Package

**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])

## Supplemental Application Package Instructions:

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](mailto:social.work@lakeheadu.ca). Do not** upload it to your student portal 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.**

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](mailto: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 deadlines dates. [You can upload copies of these documents to your student portal or email them to \[docs.admission@lakeheadu.ca\]\(mailto:docs.admission@lakeheadu.ca\). Please include your Lakehead University student ID in the subject line of your email.](#) Lastly, you can mail these documents to Enrolment Services – Undergraduate Admissions using the following address:

## Supplemental Application Package Instructions:

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](mailto: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:**

1. A combined average of at least 70% in: Social Work 1100 - Introduction to Social Welfare, Social Work - 2011 Foundations of Social Work Practice, and Social Work 2012 - Human Development; **and**
2. A minimum overall average of at least 70%.
3. 10 FCE (Full Course Equivalents) must be completed by the end of August. These shall be comprised of 2 Social Work FCE (SOWK 1100, SOWK 2011, and SOWK 2012) plus 8 FCE Non Social Work electives.
4. If applying from another educational facility, a minimum of 3 FCE must be completed at Lakehead University (SOWK 1100\*, SOWK 2011 and SOWK 2012 plus 1 additional FCE). **If SOWK 1100 is awarded as an Advanced Standing Credit, SOWK 2011, SOWK 2012 plus 2 additional FCE's are required.**

**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** (50%)
2. **References** (15%)
3. **Resume indicating Work and Volunteer Experiences** (10%)
4. **Personal Statement** (see details below) (25%)

Should you have any 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](mailto:madge.chan@lakeheadu.ca).

## Supplemental Application Package Instructions:

### 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 (myEmail) 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 you require 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.
- What do you look forward to gaining from the professional years of social work education that will contribute to your professional competence?

### 11) 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.

**12) Admission is offered on a full-time basis. Permission for part time status is very limited and requires the approval of the Admissions Committee and the Director of the School of Social Work.**

### Supplemental Application Package Checklist:

Please use the following checklist when completing the application process:

	<p>I have applied using the appropriate application.</p> <p>I am a current Lakehead University student and have submitted an application through the <a href="#">Lakehead University Undergraduate Application</a>, or I am not a current Lakehead student and I have completed the <a href="#">OUAC 105 application</a>.</p>
	<p>For non-Lakehead University students - I have sent <b>all of my secondary and post-secondary transcripts</b> to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions. I have <b>not</b> included copies of my transcripts with the Supplemental Application Package.</p>
	<p><b>For Applicants with a documented disability that require special accommodations to complete the Personal Statement Exam:</b></p> <p>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 I may require to complete the exam (for non-Lakehead students).</p>
	<p>I have completed my <b>full Supplemental Application Package</b>, and have emailed it along with my resume to the <a href="#">School of Social Work</a> by the deadline stated in the instructions.</p>
	<p><b>For Applicants with International Post-Secondary Studies Only:</b></p> <p>I have made arrangements to have my <a href="#">course-by-course international credential assessment from the World Education Services</a> sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.</p>
	<p><b>For Applicants who Require Proof of English Language Proficiency:</b></p> <p>I have made arrangements to have my <a href="#">official English language proficiency test scores</a> sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.</p> <p>If you are a second year student at Lakehead University, you are not required to submit proof of English language proficiency.</p>
	<p><b>For non-Lakehead University Applicants:</b></p> <p>I received my Acknowledgement Email and I have accessed both my <a href="#">student portal</a> and <a href="#">myEmail</a>.</p> <p>I understand that it is my responsibility to access each of these sites. If I cannot, I will contact Student Central (studentcentral@lakeheadu.ca).</p>
	<p>It is <a href="#">my responsibility to ensure that my references have submitted the reference form (Form B)</a> to the School of Social Work by the deadline date.</p>
	<p>I am prepared to write my Personal Statement Exam online, in a consecutive 3.5-hour timeframe, anytime between <b>9:00 am on January 19, 2024 and 5:00 pm on January 22, 2024</b>.</p>
	<p><b>I understand that the School of Social Work will not accept incomplete or late applications.</b></p>

## 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](mailto: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](mailto:madge.chan@lakeheadu.ca).



**FORM A: Supplemental Information Form  
for the Third Year of the Honours Bachelor of Social Work Program**

Applicant Information	
<b>Lakehead University Student ID Number</b>  Refer to your Acknowledgement Email, or your student portal.	
<b>Full Name</b>  Include your first, middle and last name.	
<b>Date of Birth</b>	
<b>Current Mailing Address</b>  If you move after submitting your application, be sure to update your address on your <a href="#">OUAC account</a> , and email the Social Work Office at <a href="mailto:social.work@lakeheadu.ca">social.work@lakeheadu.ca</a> !	
<b>Personal Email Address</b>	
<b>Phone Number(s)</b>	
Program Selection	
	I have applied to the <b>Thunder Bay Campus only</b> .
	I have applied to the <b>Orillia Campus only</b> .
	I have applied to <b>both Campuses</b> . The <b>Thunder Bay Campus</b> is my first choice.
	I have applied to <b>both Campuses</b> . The <b>Orillia Campus</b> is my first choice.
	I have applied for full-time admission.

**FORM A: Supplemental Information Form  
for the Third Year of the Honours Bachelor of Social Work Program**

<b>Personal Statement Arrangements</b>	
<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"/>	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 needed to complete the exam.  <b>Lakehead University students must include a copy of their Special Accommodations Form provided by Student Accessibility Services.</b>
<b>Reference Information</b>	
<b>Reference 1</b>	
Name	
Agency and Position	
Mailing Address	
Email Address	
Phone Number	
<b>Reference 2</b>	
Name	
Agency and Position	
Mailing Address	
Email Address	
Phone Number	

## FORM B: Third Year Honours Bachelor of Social Work Reference Form 1

<b>Name of Applicant:</b>	
<b>How long have you known the applicant?</b>	
<b>In what capacity have you known the applicant?</b>	

<b>Select the score for each question that best represents the applicant</b>				
	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				
<b>You may choose to attach a separate letter of reference or provide comments below.</b>				

<b>Your Information</b>	
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](mailto:social.work@lakeheadu.ca) by December 15, 2023.**

## FORM B: Third Year Honours Bachelor of Social Work Reference Form 2

<b>Name of Applicant:</b>	
<b>How long have you known the applicant?</b>	
<b>In what capacity have you known the applicant?</b>	

<b>Select the score for each question that best represents the applicant</b>				
	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				
<b>You may choose to attach a separate letter of reference or provide comments below.</b>				

<b>Your Information</b>	
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](mailto:social.work@lakeheadu.ca) by December 15, 2023.**