

**Supplemental Application Package
for the One-Year Honours
Bachelor of Social Work
(2018-2019)**



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) **105D/F** applications by no later than **January 2, 2018**. Your application payment must be submitted and received by the OUAC by no later than **January 2, 2018**. If your application payment is received after this date, your application will be deemed incomplete and it will not be considered for admission.

The OUAC 105 applications can be found here: <http://www.ouac.on.ca/ouac-105/>

Ensure that you are using the correct 105 application:

- You will complete the **OUAC 105D** application if you:
 - Currently reside in Canada (Canadian citizens, permanent residents or those currently studying in Canada on a study permit or other visa), **or**
 - Are a Canadian citizen or a permanent resident living elsewhere (not in Canada).
- You will complete the **OUAC 105F** application if you:
 - Currently reside outside of Canada, **and**
 - Are not a Canadian citizen or permanent resident.

Lakehead University offers the One-Year Honours Bachelor of Social Work program at both of its campuses: Thunder Bay and Orillia. If you wish to be considered for the program at both of our campuses, you must apply to both campuses on the 105 application. The OUAC program codes are:

- **Thunder Bay Campus:** AEP
- **Orillia Campus:** AEQ

Please note that when applying to both campuses you may be assigned either campus at the discretion of the Admissions Committee. Campus assignments are final and nonnegotiable. Adding or changing campus locations is not allowed after **January 2, 2018**.

When completing the OUAC 105 application, please select the fall term. 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 January 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, (i.e. 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. **All final official transcripts must be received by no later than 4:30pm on February 16, 2018.** If you are currently enrolled in a post-secondary institution, in-progress official transcripts showing your entire course enrolment and grades to date are required. **Secondary school transcripts are not required!**

Note: Lakehead University students do not need to submit Lakehead University transcripts.

3) Credential Assessments:

If you have completed 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 more information, please refer to: <https://www.wes.org/ca/>. **All credential assessments must be received by no later than 4:30pm on February 16, 2018.** All associated fees are your responsibility. WES assessments may take several months or longer. Please plan accordingly.

4) English Language Proficiency:

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 three (3) years of recent full-time study in an English language school system have been successfully completed or are in the process of being successfully completed. A letter from the Registrar may be required.

If your native language is not English, and you cannot verify having recently studied in an English language school system for more than three (3) years of full-time study, you will be required to present proof of English language proficiency. For a complete list of the approved language tests and required minimum scores, please refer to: <https://www.lakeheadu.ca/future-students/admissions/language-proficiency>

Proof of English language proficiency must be received by no later than 4:30pm on February 16, 2018.

5) Supplemental Application Package:

A) One Year HBSW Applicants are required to pay a \$35.00 Supplemental Application Fee. Please follow the instructions from the Lakehead University Homepage MyInfo link, once you receive your username and password. Your username and password will be included in the Acknowledgement Email you receive from Enrolment Services once they receive your OUAC application. If you do not have your Acknowledgement Email or you cannot access myInfo, please recover your account using the following link: <https://erpwp.lakeheadu.ca/>

Fee Payment Instructions:** A credit card is required. Access your MyInfo link with your user name and password. Click the top tab for APPLICANTS. Under the heading "My Financial Profile" click on "One-Year HBSW Application Fee". Follow the steps provided. Once your \$35.00 payment is made, a copy of your **payment confirmation number** will be sent to your Lakehead University email account. ***Your application fee confirmation number is required on FORM A of the Supplemental Information Package.

Supplemental Application Package Instructions:

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

- The Supplemental Information Form (Form A)
- Two (2) Completed Reference Forms (Form B)
- A Resume of Your Work and Volunteer Experience

The School of Social Work must receive your **complete** Supplemental Application Package on or before **January 8, 2018**. Supplemental Application Packages received after January 8 will be deemed late and will not be processed. **ALL supplemental application packages are to be sent to the Thunder Bay Campus. Refer to 8) for the complete address.**

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.**

In addition to the official reference form, personal letters of reference from the two identified referees may also be submitted. References must be included in the application package.

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.

8) Submitting Documentation:

All transcripts, credential assessments, and English language proficiency scores must be submitted to:

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

Your Supplemental Application Package must be submitted to:

Lakehead University
The School of Social Work
955 Oliver Road
Thunder Bay, ON P7B 5E1

Incomplete or late submissions will not be considered. Please take note of the deadlines above.

9) Admissions:

The availability of field work 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 is considered on the basis of 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%)

If you want to be considered for part-time status, you must include a written letter of request as part of your Supplemental Application Package. The letter of request should include rationale for the part-time request as well as your estimated time to complete your degree. Part-time admission requests will be considered by the Director of the School of Social Work and the Admissions Committee in relation to the admissions score assigned to your application.

Eligible transfer credits will be assessed by the Office of Admissions and Recruitment prior to the program start date. Further course information may be requested.

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

10) Personal Statement Exam:

Using your **myInfo** account, you will be required to complete a personal statement exam online anytime between **9:00am on January 26, 2018 and 5:00pm on January 29, 2018**. Further instructions will be emailed to you via your Lakehead University email account by January 24th, 2018. To access your myInfo account, please refer to your Acknowledgement Email, which will be emailed to you after you have applied. If you do not have your Acknowledgement Email or you cannot access myInfo, please recover your account using the following link: <https://erpwp.lakeheadu.ca/>

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.

You will be asked to answer a series of essay-styled questions as part of the Personal Statement Exam. 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.

Supplemental Application Package Checklist:

Please use the following checklist when completing the application process:

<input type="checkbox"/>	I have applied using the appropriate OUAC 105 application, and have paid my application fees by the deadline stated in the instructions. I have also noted my OUAC Reference number (i.e. 2017-1234560) on Form A of my Supplemental Application Package.
<input type="checkbox"/>	I have requested that all of my post-secondary transcripts to be sent 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.
<input type="checkbox"/>	I have completed my full Supplemental Application Package , and have sent it to the School of Social Work by the deadline stated in the instructions.
	I have paid my \$35.00 HBSW application fee through MyInfo and have included the confirmation number on Form A of the supplemental information package.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	For Applicants with a documented disability that require special accommodations to complete the Personal Statement Exam: I have included documentation from my home university/or a qualified practitioner clearly indicating my specific accommodation needs.
<input type="checkbox"/>	I anticipate receiving my Acknowledgement email from Enrolment Services, which will contain my username and password that will allow me to access my Lakehead University MyInfo and Email accounts. I will use the Account Recovery (https://erpwp.lakeheadu.ca/) if I do not receive my Acknowledgement Email.
<input type="checkbox"/>	I am prepared to write my Personal Statement Exam online, in a consecutive 3.5-hour timeframe, anytime between 9:00am on January 26, 2018 and 5:00pm on January 29, 2018.
<input type="checkbox"/>	I understand that incomplete or late applications will not be considered.

Important Contacts:

Questions Regarding OUAC Application Process and Transcripts & access to MyInfo:

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

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

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

Please DO NOT STAPLE your Supplemental Application Package

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

BIOGRAPHIC INFORMATION:

OUAC Reference Number:	Last Name:	First Name:
LU Application Fee Confirmation Number:		

MAILING ADDRESS INFORMATION:

Address: (House, Street #, Street Name)			
City:	Province:	Postal Code:	Country:
Home Phone Number: (include area code)		Cell Phone Number: (include area code)	
Email Address:			

Note: 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!

PROGRAM SELECTION:

Please check one (1) statement that best represents your application:

<input type="checkbox"/>	I have applied to the Thunder Bay Campus (AEP) only.
<input type="checkbox"/>	I have applied to the Orillia Campus (AEQ) 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:

Please check one (1) statement that best represents your application:

<input type="checkbox"/>	I have applied for full-time admission.
<input type="checkbox"/>	I have applied for part-time admission, and have included my letter of request as part of this submission.

PERSONAL STATEMENT ARRANGEMENTS:

Please check the statement(s) that best represent(s) your application:

<input type="checkbox"/>	I understand that I will need 3.5 consecutive hours to complete the Personal Statement Exam online anytime between 9:00am on January 26, 2018 and 5:00pm on January 29, 2018 .
<input type="checkbox"/>	I have a diagnosed disability and require special accommodations for my Personal Statement Exam. <u>I have included documentation from my home university/or a qualified practitioner clearly indicating my specific accommodation needs.</u>

REFERENCES:

Please complete the following section. Be sure that the information below matches the information on Form B.

1	Name:		Position:	
	Address:		Phone Number:	
2	Name:		Position:	
	Address:		Phone Number:	

FORM B: One-Year Honours Bachelor of Social Work Reference Form 1
(PLEASE PRINT)

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

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

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

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Referees Information:			
Your Name:		Your Title/Position:	
Organization:			
Telephone:		Email:	
Signature:		Date:	

Please return this completed form (and letter, if applicable) to the student in a sealed envelope to include in their application package. References without this form will be deemed incomplete.

FORM B: One-Year Honours Bachelor of Social Work Reference Form 2
(PLEASE PRINT)

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

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

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

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Referees Information:			
Your Name:		Your Title/Position:	
Organization:			
Telephone:		Email:	
Signature:		Date:	

Please return this completed form (and letter, if applicable) to the student in a sealed envelope to include in their application package. References without this form will be deemed incomplete.