# Supplemental Application Package for Applicants Applying to the Third Year of the Honours Bachelor of Social Work (2018-2019)

Lakehead UNIVERSITY

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**Supplemental Application Package Instructions:**

## 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:

Before you start the application process, please note that if you have already graduated with a university degree from a recognized institution, or will be graduating in the spring, you are not eligible for the Third Year of the Honours Bachelor of Social Work program. You must apply to the One-Year Honours Bachelor of Social Work program.

**For Applicants Who Are Currently Studying at Lakehead University:**

You must complete Lakehead University's online Undergraduate Application by **January 2, 2018**. The application can be found here: ***http://applicationcenter.lakeheadu.ca/undergraduate/***

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

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 **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.

**Applying to Both Campuses:**

Lakehead University offers entry to the Third Year of the Honours Bachelor of Social Work program at both of its campuses: **Thunder Bay** and **Orillia**.

**For Applicants Using the Undergraduate Application:**
If you wish to be considered for the program at both of our campuses, you must apply to both campuses on the Undergraduate Application. Use both of your program choices, and make sure that "Program Choice #1" is your preferred Campus. 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**.

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**Supplemental Application Package Instructions:**

**For Applicants Who Need to Apply Using the OUAC 105:**

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**: AER
- **Orillia Campus**: AES

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**.

**Applying to Specific Majors:**

If you are interested in a major concentration, regardless of which application you need to use, please select your program, and in the subject of major interest field, select the major concentration (i.e. Gerontology, Women's Studies or Indigenous Learning).

## 2) Transcripts and Academic Records:

**You must submit <u>all</u> transcripts (secondary school and post-secondary).** 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, (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 (displaying all final grades) must be received by no later than 4:30pm on May 11, 2018**.

**Note**: Lakehead University students do not need to submit Lakehead University transcripts. If Lakehead University is the only University you attended, high school and college transcripts are not required.

## 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 assessment 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 May 11, 2018**. All associated fees are your responsibility. WES assessments may take up to a month or more. 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 you are currently enrolled as a second year student at Lakehead University, English proficiency documents are not 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 May 11, 2018**.

## 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)
- 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 8th 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 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 due dates.**

## 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%**. **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** (50%)
2. **References** (15%)
3. **Resume indicating Work and Volunteer Experiences** (10%)
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.

Should you have any 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-style 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.
- What do you look forward to gaining from the professional years of social work education that will contribute to your professional competence?

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## Supplemental Application Package Checklist:

Please use the following checklist when completing the application process:

| | |
|---|---|
| □ | I have applied using the appropriate application. |
| □ | I have requested for **transcripts** (if required) 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.** |
| □ | 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. |
| □ | **For Applicants with International Post-Secondary Studies Only**:<br>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**:<br>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. ***If you have attended Lakehead University for the past two years, an English language proficiency test is not required*** |
| □ | **For Applicants with a documented disability that require special accommodations to complete the Personal Statement Exam:**<br>I have included documentation from my home university/or a qualified practitioner **clearly indicating my specific accommodation needs.** |
| □ | I anticipate receiving an Acknowledgement Email from Enrolment Services, which will contain important information regarding my admission application. I will use the Account Recovery (https://erpwp.lakeheadu.ca/) if I do not receive my Acknowledgement Email. |
| □ | 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**. |
| □ | **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 by email at 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 Third Year of the Honours Bachelor of Social Work Program

| BIOGRAPHIC INFORMATION: | | |
|---|---|---|
| **Lakehead Student ID Number:** | **Last Name:** | **First Name:** |

| MAILING ADDRESS INFORMATION: | | | |
|---|---|---|---|
| **Address:**<br>**(House, Street #, Street Name)** | | | |
| **City:** | **Province:** | **Postal Code:** | **Country:** |
| **Home Phone Number:**<br>**(include area code)** | | **Cell Phone Number:**<br>**(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:** | |
| □ | I have applied to the **Thunder Bay Campus** only. |
| □ | I have applied to the **Orillia Campus** only. |
| □ | I have applied to **both** Campuses. The **Thunder Bay** Campus is my first choice. |
| □ | 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:** | |
| □ | I have applied for **full-time** admission. |
| □ | 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:** | |
| □ | I understand that I will need 3 consecutive hours to complete the Personal Statement Exam online anytime between **9:00am on January 26, 2018 and 5:00pm on January 29, 2018**. |
| □ | 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 my specific accommodation needs.** |

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: Third Year of the Honours Bachelor of Social Work Program
## 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.**

| **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: Third Year of the Honours Bachelor of Social Work Program
## 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.**

| **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. <u>References without this form will be deemed incomplete</u>.**