

**Supplemental Application Package for
Applicants Applying to the Third Year of the
Honours Bachelor of Social Work
(2021-2022)**



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: 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 Undergraduate Application](#) by **Wednesday, December 16, 2020**. You can choose up to two programs. Your first choice would be *Year Three of the Honours Bachelor of Social Work Degree Program* for your campus of choice. If you would like 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 16, 2020**. If you are not applying to both campuses, your second application should be your alternate program, in case you do not receive admission to Year Three. Lastly, if you are completing a major concentration in the Social Work program (e.g. Women's Studies or Indigenous Learning), select the appropriate program at the time of application.

You must complete this application by the deadline date or your file will be incomplete.

For Applicants Who Are Not Currently Studying at Lakehead University:

You must apply using the [Ontario Universities' Application Centre \(OUAC\) Undergrad \(105\) application](#) by no later than **Wednesday, December 16, 2020**. The *OUAC Program Code* for the 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.

Campus assignments are final and nonnegotiable. You cannot add a new application or change your campus location after **December 16, 2020**. Lastly, if you are completing a major concentration in the

Supplemental Application Package Instructions:

Social Work program, select the appropriate subject of major interest (e.g. Women's Studies or Indigenous Learning).

2) Transcripts and Academic Records:

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. **You must submit all final official transcripts that display all final grades by no later than 4:30 PM EST on May 10, 2021.** 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. **Current and previous Lakehead University students do not need to submit Lakehead University transcripts.**

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 10, 2021.** 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 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 May 10, 2021.**

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

Supplemental Application Package Instructions:

- 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 **Monday, December 21, 2020**. The School of Social Work will not accept Supplemental Application Packages and references received after December 21.

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 myInfo 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.**

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 Monday, December 21, 2020. 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 myInfo.

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 myInfo account](#). Lastly, you can mail your required 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. 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%.

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%)

If you are interested in completing the program on a part-time basis, 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. The Director of the School of Social Work and the Admissions Committee will consider part-time requests 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 **9:00 am on January 22, 2021 and 5:00 pm on January 25, 2021**. The School of Social Work will email you further instructions to your [Lakehead University email account \(myEmail\)](#)

Supplemental Application Package Instructions:

by January 20, 2021. You are strongly encouraged to access myInfo 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 your specific accommodations needed. 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?

Supplemental Application Package Checklist:

Please use the following checklist when completing the application process:

<input type="checkbox"/>	I have applied using the appropriate application.
<input type="checkbox"/>	I am a current Lakehead University student so I have completed the Undergraduate Application Form , or I am not a current Lakehead student and I have completed the OUAC Undergrad 105 application .
<input type="checkbox"/>	I have sent all of my secondary and 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.
<input type="checkbox"/>	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 my specific accommodation needs (for non-Lakehead students).
<input type="checkbox"/>	I have completed my full Supplemental Application Package , and have emailed it to the School of Social Work by the deadline stated in the instructions.
<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. If you are a second year student at Lakehead University, you are not required to submit proof of English language proficiency.
<input type="checkbox"/>	For non-Lakehead University Applicants: I received my Acknowledgement Email and I have accessed both myInfo and myEmail . I understand that it is my responsibility to access each of these sites. If I cannot, I will recover my account .
<input type="checkbox"/>	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.
<input type="checkbox"/>	I am prepared to write my Personal Statement Exam online, in a consecutive 3.5-hour timeframe, anytime between 9:00 am on January 22, 2021 and 5:00 pm on January 25, 2021 .
<input type="checkbox"/>	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 myInfo and myEmail):

Contact Enrolment Services – Undergraduate Admissions at (807) 343-8500 or student.central@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) 343-8576 or by email at madge.chan@lakeheadu.ca.

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

Applicant Information	
Lakehead University Student ID Number Refer to your Acknowledgement Email, or your myInfo account and click on the	
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.
Intended Program Status	
<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.

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

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 22, 2021 and 5:00 pm on January 25, 2021.
<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 my specific accommodation needs.</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	
Position	
Address	
Phone Number	
Reference 2	
Name	
Position	
Address	
Phone Number	

FORM B: Third Year of the 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.				
	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 or provide comments below.				

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

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 21, 2020.

FORM B: Third Year of the Honours Bachelor of Social Work Program
Reference Form 2
(PLEASE PRINT)

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.				
	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 or provide comments below.				

FORM B: Third Year of the Honours Bachelor of Social Work Program
Reference Form 2
(PLEASE PRINT)

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 21, 2020.