



MSWF ADMISSION GUIDE

This guide is designed to assist applicants in the completion of their admission application to the MSW Foundation (MSWF) program. All current information is available on our website. Please review the [Application Information page](#) for the most up to date requirements and processes. All required documentation will be hyperlinked on the Application Information page once admissions are open.

ALL APPLICATION MATERIALS ARE DUE BY DECEMBER 1

PROGRAM INFORMATION

The MSW Foundation (MSWF) program (non-BSW entry) is grounded in our commitment to socially just social work. It is intended for students with at least two years of full time human services experience, or equivalent (approximately 3000 hours), and an undergraduate degree other than a BSW.

STATEMENT ON ADMISSIONS

The School welcomes and is actively recruiting applicants from communities that experience historical and present-day systemic discrimination and marginalization, and who are committed to social justice, equity, anti-racism and decolonization. In our admissions decisions, we will apply a decolonial equity framework which includes an intersectional lens and will prioritize applicants who are Indigenous, Black and people of colour.

CONTACT INFORMATION

MSW PROGRAM ASSISTANT

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MSW ADMISSIONS & ACADEMIC SUPPORT

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GRADUATE ADMISSIONS & RECORDS CLERK

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ADMISSION REQUIREMENTS

Admissions to all our MSW programs are highly competitive. We particularly look for candidates who can evidence a “fit” with our [curriculum](#), [Mission Statement](#), and [Program Objectives](#). Students must ensure that they have read through and reflected on this information and demonstrate in their application that UVic’s MSW program is right for them. Meeting all admission requirements **does not** guarantee admission into our programs.

- **A COMPLETED UNDERGRADUATE DEGREE FROM A CANADIAN, OR CANADIAN RECOGNIZED, DEGREE-GRANTING INSTITUTION**

The undergraduate degree must be completed by April 30th of the entry year. We do not give extensions, nor do we make exceptions to this date. A graduating cumulative GPA of 6.0 (UVic Grading Scale) or higher in the last 30 units/60 credits (approximately 2 years of full-time study) is also required.

- **TWO YEARS OF FULL TIME, OR EQUIVALENT, HUMAN SERVICES EXPERIENCE**

All applicants are required to have a minimum of 3000 hours (or two years, full time) of experience in social work, social services, community activism, or a closely related field as of the application deadline (December 1st). Paid or volunteer human services experience can include, but is not limited to, work in areas such as health, education, housing, income security, economic development, social justice, justice and public safety, community development, and policy/advocacy work.

- **ADDITIONAL REQUIREMENTS FOR INTERNATIONALLY EDUCATED APPLICANTS**

Unless you come from an [exempt country](#), applicants must have a TOEFL score of 575 on the paper-based test or an overall score of 90 on the Internet Based TOEFL (IBT), with the following minimum section requirements: Listening 20; Speaking 20; Reading 20; Writing 20. Equivalent scores on ELTS or MELAB are accepted.

APPLICATION PROCESSES & REQUIREMENTS

The online application and required documents are submitted electronically through Graduate Admissions and Records using the [My UVic Application service](#). Please be prepared to upload all required documentation at the time of application. **Late applications will not be considered.** Please direct any questions about the My UVic Application service to Graduate Admissions and Records Office (GARO).

1. **STATEMENT OF INTENT**

The Statement of Intent provides an opportunity for you to outline the degree of compatibility between our MSW Program and your interests and background(s). Before completing the Statement of Intent, please review the School’s [Mission Statement](#) and [MSW Program Objectives](#). To complete your Statement of Intent correctly, you **MUST** use the form-fillable PDF and avoid exceeding the maximum 1000-word limit. More importantly, **ONLY** use Adobe Acrobat to open the PDF file and upload your information.

2. EXPERIENCE SUMMARY

All applicants are required to complete and submit a detailed summary of their experience in the field, including the calculation of the total number of hours of experience gained prior to the application date using the Experience Summary form. Information submitted in any other format will be discarded.

Applicants who believe that particular life experiences should be counted towards the experience summary are invited to provide a rationale for including this and articulate the connections of this life experience to social work. This rationale can be included at the bottom of the Experience Summary form.

- Field/practicum/co-op placements/internships **cannot be used** to meet this requirement.
- Again, you **MUST** use the form-fillable PDF to submit your Experience Summary.

3. RESUME

An updated CV/Resume is required. Please ensure that you include: education, employment, volunteer work, and any additional information on accomplishments or initiatives.

4. TWO REFERENCES

These may be two academic references or one academic reference and one employer reference. Applicants **cannot** submit two employer references. Please see the bottom of our website for [Advice on Obtaining References](#).

You must enter the names and the e-mail addresses of your chosen referees as part of the online application process. GARO will send an e-mail request to each referee with instructions on how to submit a reference electronically. The online reference page allows referees to copy and paste a reference letter or comments additional to those required on the reference form. If one of your referees is having difficulty submitting a reference, please ask that person to contact GARO directly: 250-472-4657 or garo@uvic.ca.

- Academic references **must** be from post-secondary instructors with whom you have taken a graded course, which is NOT a practicum or field placement.
- The employer reference **must** be from someone in a work setting who has/had a supervisory relationship with you.

You are advised to choose referees who can comment on your ability to complete academic work at the graduate level, including writing and critical analysis skills, and can submit a reference by the deadline. Referees have two (2) weeks after the December 1st application deadline to submit their online reference form through the application system. **References received after this date will not be used by the department to evaluate your application.**

5. POST-SECONDARY TRANSCRIPTS

All Transcripts can be submitted as unofficial PDF files at the time of application. Only if you are offered a seat in the program, you will be required to submit sealed official transcripts from your post-secondary education to GARO.

NOTIFICATION OF ACCEPTANCE

Applicants for the MSW Advanced program will be notified of admission decisions by late March/early April following the application deadline. The notification will be reflected on the applicant's [My UVic Application](#) profile and will be emailed to the address on the application. Please await confirmation until this time.