

# MASTER OF SOCIAL WORK (MSW)

## application package for on-campus & distance delivery

The MSW application procedure differs from other Dalhousie Graduate degree programs in that the two references in the MSW application replace the references requested by the Faculty of Graduate Studies, and official transcripts should be submitted at the time of the application.

Applications must be received postmarked on or before **November 15**. In the event the deadline date falls on a weekend or a holiday, your application still must be postmarked on or before the deadline.

*Suggested timeframe for self-managed application process is early October – mid-November.*

Complete the online graduate application form and pay the application fee. All other supporting documents should be mailed to the School of Social Work.

*\*The MSW program by distance delivery is open to Canadians and permanent residents living in Canada.*

### **MAILING/COURIER ADDRESS**

School of Social Work Dalhousie University  
1459 LeMarchant Street, Suite 3201  
PO Box 15000  
Halifax, NS B3H 4R2  
Canada

## VISION

The School of Social Work, Dalhousie University, is committed to building a socially just society, defined as one that upholds and validates the values of equality, diversity, inclusiveness, democracy, and concern for human welfare. We manifest and advance curricula, scholarship, and school culture that are congruent with these values.

## MISSION

The School of Social Work engages in teaching, research, community initiatives and other scholarly activity to promote social justice. To this end, we educate students and collaborate with others to advance change within the social work profession, social institutions, and the broader society.

## GUIDING PRINCIPLES & BELIEFS

The School of Social Work recognizes the importance of understanding and addressing inequitable social structures and conditions for advancing individual and collective welfare and development.

- The importance of supporting the struggles for social justice and social well being of historically disadvantaged peoples and communities.
- The importance of conceptualizing the spaces of the social work field in broad terms, as including local, national, and international arenas, and individual, community, policy, and political-institutional contexts.
- Building a diverse and inclusive school environment. Towards that end, we recognize the importance of altering the cultural context of the school in ways that are welcoming to the cultures and belief systems of historically marginalized groups and communities.
- The importance of accessible education; respectful and collaborative approaches to working with groups and communities; academic and intellectual freedom; collegiality; and open, democratic, and inclusive decision-making.

## AFFIRMATIVE ACTION POLICY

The School of Social Work has an affirmative action policy for applicants who are Acadian, Aboriginal, African Canadian, members of other racially-visible groups, persons with (dis)Abilities, and for Lesbian, Gay, Bisexual, Transgender, Two Spirit, Queer and Intersex (LGBTQT) people. To request this option, see Statement of Scholarly Interest Cover Sheet in this application package.

Members of these groups must meet the same MSW admission requirements as outlined. Each candidate is considered individually on the basis of her/his qualifications, rather than in relation to other applicants. The admissions prerequisites and selection criteria are otherwise the same for all candidates.

The School is committed to admitting and graduating the highest possible number of students who qualify under this policy.

## SCHOOL OF SOCIAL WORK DALHOUSIE UNIVERSITY

1459 LeMarchant Street | Suite 3201 | PO Box 15000 | Halifax Nova Scotia B3H 4R2 Canada  
Tel: 902.494.3760 | Fax: 902.494.6709 | [social.work@dal.ca](mailto:social.work@dal.ca) | [dal.ca/socialwork](http://dal.ca/socialwork) or [socialwork.dal.ca](http://socialwork.dal.ca)

# MASTER OF SOCIAL WORK ADMISSION REQUIREMENTS (CAMPUS & DISTANCE)

There are two entry points to the MSW program:

1. BSW Entry – A baccalaureate degree in social work (BSW)

Those with a BSW degree are preferred to have at least two years of full time paid employment in a social work position.

2. Non BSW Entry – completed a four-year undergraduate degree (120 credit hours) in a related field

Preference is given to applicants with two years of social work related experience (paid or volunteer). This option is only available on campus on a full time basis.

This program will be in high demand therefore admission is highly competitive.

All MSW applicants are required to have:

- A minimum cumulative GPA of 3.0 (on a 4.3 scale) or an equivalent cumulative average of at least B in the last 60 undergraduate credit hours completed. Graduate level credits are not used in the admission average.
- Suitability for the study and practice of social work.

Note: There is no transfer credit or advanced standing awarded in the MSW degree.

## APPLICATION PROCESS

All application materials must be received postmarked on or before the November 15 deadline.

- Incomplete and late applications are not considered.
- Equal consideration is given to part-time and full-time applications.
- The online distance delivery option is available only to residents of Canada who are currently residing in Canada.
- When completing the Graduate Application, please note –

BSW ENTRY		
Program Code: <b>MSW</b>	Department: <b>Social Work</b>	Subject Code: <b>SLWK</b> (campus) or <b>SLWN</b> (distance)
NON BSW ENTRY		
Program Code: <b>MSW</b>	Department: <b>Social Work</b>	Subject Code: <b>STWK</b>

A complete MSW application package includes:

- A completed online Dalhousie Graduate Application form and paid application fee. Please note: Under Additional Information on the application, MSW applicants need to provide a couple of sentences on how they expect to fund their education (Financial Support) if accepted; other bullet sections under this heading do not need to be completed.
- Official university transcripts: Request official transcripts from each university you have attended to be mailed to the School of Social Work. Faxed clear copies from the institution with an official University cover sheet also will be accepted. Dalhousie University transcripts do not need to be sent. Indicate on your application if you are a former/current student. College transcripts are not used in the admission process, but a copy should be sent for your official student file.
- Two references **are required according to the following schedule:**
  - Academic reference must be completed by a university instructor. A college instructor should not complete this form.
  - Professional reference can be completed by a current or previous supervisor. A co-worker should not complete this form.

**For applicants who are currently attending university or completed this undergraduate (or related graduate) degree within the past 3 years:**

- Two academic references

**For applicants who completed their undergraduate (or related graduate) degree 3 to 5 years ago:**

- One academic reference and one relevant professional reference, or
- Two academic references

**For applicants who completed their undergraduate (or related graduate) degree more than 5 years ago:**

- Two relevant professional references, or
- One academic reference and one relevant professional reference, or
- Two academic references

**Referees can submit references using the e-reference system or a paper (hard copy) reference.**

If using the e-reference system, make sure to have the email addresses of your referee ready to list in the online application. Dalhousie University will only accept **university, teaching hospital, and government email addresses** [e.g. not Yahoo, Gmail, Hotmail, or business addresses]. Please allow **5 business days** for your referee(s) to be contacted by our system. Please note that you cannot edit, add, or omit references if using the e-reference system. If you made an error in the submission of an email address please contact [eref@dal.ca](mailto:eref@dal.ca). It is recommended that when using the e-reference system, you submit your online application at least two weeks prior to the deadline to ensure references are submitted on time. **Regardless of how long the reference document is active/available, advise your referees that it must be submitted by the November 15<sup>th</sup> deadline.**

- Work/volunteer summary forms (complete in format given)
- Resume (include this in addition to the above work/volunteer summary form)
- Applicant checklist
- Statement of Scholarly Interest Cover Sheet (cover sheet should be attached to the top of your signed paper)
- Please use paperclips instead of staples.

## SELECTION PROCESS

**Admission to this program is highly competitive.**

**The number of places offered each year to graduate students is limited.** There are no deferrals granted in MSW admissions. Applicants who do not register in the fall semester following acceptance must reapply. Program start date occurs in September only.

The MSW Admissions Committee admits students according to their qualifications and the number of places that will be available. The MSW Admissions Committee makes its selection on the basis of the following criteria:

- Academic performance (last 60 undergraduate credit hours completed). Graduate credits are not used in the admission average.
- A clearly defined field of practice related to social work
- A professional leadership role in work experience
- Strength of the Statement of Scholarly Interest in written presentation and in evidence of depth of knowledge of social work
- Appropriateness of educational/professional goals to the School's program
- Strength of references
- Suitability for social work
- Occasionally an interview may be requested to assist the Admissions Committee with its decision.

**Prior Criminal Conviction**

Applicants to the Master of Social Work degree program should be aware that a prior criminal conviction may render them unable to be licensed in their field of study upon graduation, or unable to participate in specific clinical fieldwork experiences in agencies throughout their course of study.

**MSW Admissions Decisions**

In mid-February applicants are notified by letter or email regarding the decisions that the MSW Admissions Committee has recommended to the Dean, Faculty of Graduate Studies. Acceptances are conditional upon approval of the Dean, Faculty of Graduate Studies. Once approved, an official notification will follow from the University Registrar.

**All submitted documents become the property of Dalhousie University and cannot be returned.**

**Possession of admission requirements does not guarantee admission.**

**Incomplete and late applications cannot be considered.**

Special Student Status is not an enrolment option for social work courses. You cannot enroll in social work classes prior to acceptance into the program.