

**School of Social Work - Memorial University of Newfoundland**  
**Application for Admission to the MSW Program**  
**Supplementary Information Form**

Each year, the MSW program receives more applications from qualified applicants than seats available in the program. Meeting the minimum admission requirements does not guarantee admission. The MSW program reserves the right to recommend the most qualified applicants to the School of Graduate Studies for admission to the MSW program. All decisions are final.

**The Supplementary Information Form and all required attachments must be submitted with the School of Graduate Studies [gradapply@mun.ca](mailto:gradapply@mun.ca) on-line application. Failure to submit all supporting documents with the on-line application and Supplementary Information Form on or before January 15 will result in the application being deemed incomplete and, therefore, will not be considered for admission.**

**I. DEMOGRAPHIC INFORMATION**

Name: \_\_\_\_\_ MUN student #: \_\_\_\_\_

E-mail Address (es): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ (w) (\_\_\_\_) \_\_\_\_\_ (h)

CHOOSE ONE:    \_\_\_ Course Route            \_\_\_ Thesis Route

CHOOSE ONE:    \_\_\_ Full-time studies            \_\_\_ Part-time studies

**II. RESUME (REQUIRED)**

**In addition to providing your resume in the on-line application, the School of Social Work requires your current resume in PDF format.**

Your resume should include work experience, educational background, field internships, research projects, professional development, volunteer experience, certifications, awards, affiliations, publications, and other information you consider relevant. In the section pertaining to paid employment history, please include for each position: Title(s) of Position, Date of Employment, Type of Employment (full-time, part-time, and number of hours per week), Agency/Organization, Description of Professional Duties, and Total Number of Years/Months worked.

**Please keep in mind that your resume tells the Admissions Committee members who you are.  
Ensure it conveys the impression you wish to make.**

### III. EDUCATIONAL EQUITY

The School of Social Work acknowledges institutional processes and cultural differences may present barriers to applicants in gaining equal access to educational programs. The School strives to enrich its teaching, research, and scholarship through the contributions of individuals from diverse backgrounds with different attributes. In keeping with CASWE Standards for Accreditation, the mission of Memorial University, and the mission, vision and values of the School of Social Work, the School embraces equity, inclusion, and accessibility.

Ten percent of seats each year will be allocated to persons of Aboriginal ancestry who meet the admissions criteria as outlined in the University Calendar. An additional 10 percent of seats will be allocated to persons from equity seeking groups (e.g. disability, social class, sexual orientation, gender identity, race and ethnicity) who meet the admissions criteria as outlined in the University Calendar. If these seats are not filled, they will be allocated to other applicants as per the priority list for admissions.

Applicants meeting admission criteria, as outlined in the University Calendar, shall be selected based on the following priorities:

1. Newfoundlander/Labradorian applicants who are of Aboriginal ancestry and/or from an equity seeking group;
2. Newfoundlander/Labradorian applicants;
3. Out of province applicants who are of Aboriginal ancestry and/or from an equity seeking group;
4. Out of province applicants.

**Please indicate if you identify as Aboriginal or from an equity seeking group; as described above and you are applying for consideration under the Educational Equity provision:**

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(Specify, if relevant)

### IV. APPLICATION FORM

Please ensure all questions are answered on the on-line application. *The on-line application and all supporting documents must be submitted to the School of Graduate Studies [gradapply@mun.ca](mailto:gradapply@mun.ca) (not to the School of Social Work) on or before January 15. For more information on the application process, please visit [www.mun.ca/become/graduate/](http://www.mun.ca/become/graduate/).*

The on-line application requires a Statement of Interest indicating your reasons for wanting to enter the School of Graduate Studies at this University and stating your research interests and objectives. The School of Social Work requires that this Statement of Interest also be submitted in PDF format (same as your Resume).

The Statement of Interest is an opportunity to discuss why you are interested in completing a MSW at this time at Memorial University, what you bring to the MSW program, and what you hope to take from the program. You may wish to comment on your social work practice and learning

opportunities/professional development since completing your BSW. If you have identified as Aboriginal or as a member of an equity seeking group, you might describe how this has shaped the unique circumstances for which you require equity consideration in the admission process. Keep in mind that you are shaping an impression of who you are. Be sure to “paint” an informative picture.

Finally, if you are interested in the course route, please discuss your practice focus interest. If you are interested in the thesis route, please discuss your proposed topic for research.

## V. LETTERS OF APPRAISAL

**Applicants must provide two letters of appraisal, as described below. The Letter of Appraisal forms are available as part of the on-line application on the School of Graduate Studies website.**

Applicants must provide two letters of appraisal. One referee must assess the applicant’s previous academic performance and one must assess the applicant's professional social work practice performance. Letters of appraisal are submitted directly to the School of Graduate Studies by the referees.

It is strongly recommended that applicants ask referees, particularly those assessing professional social work practice performance, to include in their letter of reference an assessment of the applicant’s suitability to undertake graduate education. This should include ability, motivation, strengths, areas needing improvement, ability to cope with stress, ability to work collegially and to communicate effectively, reflecting values as relevant to the profession, as well as, any additional comments.

As with your Resume and Personal Statement, referees help give the Admissions Committee a picture of your background and the quality of your experience. You need to keep this in mind as you choose your referees.

**CHECKLIST: Please ensure you have submitted all the required documents for the application.**

- School of Graduate Studies on-line application
- Resume, in PDF format as well as in the on-line application
- Personal Statement, in PDF format as well as in the on-line application
- Required Letters of Appraisal (submitted by referees)
- Supplementary Information Form, with completed Academic Performance Assessment
- Transcripts (submitted from prior universities to School of Graduate Studies)

**Failure to submit all the required documents on or before January 15th will result in the application being deemed incomplete and therefore not considered for admission.**

## VI. ACADEMIC PERFORMANCE ASSESSMENT

Applicants are required to complete the Academic Performance Assessment, as described below. Failure to do so on or before January 15<sup>th</sup> will result in the application being deemed incomplete and therefore not considered.

Applicants must have achieved an average of at least 70% in the courses comprising the last sixty (60) undergraduate credit hours completed up to and including the fall semester prior to the date of application.

- All courses comprising the last sixty undergraduate credit hours, including field internships, are included in the academic assessment.
- The University calendar and/or the back of the transcript from each university will indicate number of credit hours per course and the translation of letter grades to numeric grades (expressed as a percentage). Where letter grades represent a range of numeric grades, the middle of the scale is to be used in calculating the applicant's average. (Typically a one semester course is 3 credit hours and a two semester course is 6 credit hours.)
- Courses graded as pass/fail are included in the academic assessment, however, they are not counted in the calculation of the applicant's average.
- In the event that there are more credit hours than needed in the earliest term included in the Academic Assessment, the average for that term will be used as the grades(s) for the necessary course(s), as opposed to selecting individual grades.
- Failing grades are included in the academic assessment and in the calculation of the applicant's average.

| Course Title              | Course # | # of Credit Hours | Semester/ Year | Numeric Grade (%) | Institution Where Course Completed |
|---------------------------|----------|-------------------|----------------|-------------------|------------------------------------|
| Social Work with Families | SW4410   | 3                 | Fall 2001      | 87%               | Memorial University                |

Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL 1990 Chapter M-7). Your personal information is required for the processing of your application and for the academic administration of the School of Graduate Studies and the School of Social Work MSW program. Questions about this collection and use of personal information may be directed to [mswinquiries@mun.ca](mailto:mswinquiries@mun.ca) or MSW Secretary at 709 864 4859.

