



UNBC

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-6300 **Facsimile:** (250) 960-6330
E-mail: registrar-info@unbc.ca
World Wide Web: www.unbc.ca

Application for Admission: September 2012 Bachelor of Social Work (BSW)

Before completing your application, please read the following carefully.

The Admissions and Standards Committee will consider **complete applications** only. The following information is required in your application package:

- Completed Social Work Application for Admission
- Official transcripts from ALL previous institutions
- Three (3) confidential Reference forms
- Your "Statement of Intent"

The selection process for the BSW will be undertaken in early April, followed shortly thereafter by notification letters indicating admission status. Consult Vicki Bartell, Administrative Assistant School of Social Work, at (250) 960-6629 or vicki@unbc.ca for further details.

The program admits a limited number of students each year. Applicants who meet minimum admission requirements will be considered for admission; additional consideration is given to applicants who declare themselves members of historically marginalized groups and/or those who have been residents in northern and remote areas (see "Voluntary Declaration" pg 2).

All information gained from Applications for Admission will be assessed against the following criteria:

- Volunteer and paid human service experience
- Statement of Intent
- Three (3) confidential Reference forms
- Grade point average; and
- Previous application within the last five (5) years (consideration granted to qualified applicants who were unsuccessful in their first BSW application).

Criminal Records Check (CRC)

Given the scope of the *Criminal Records Review Act*, as part of the admission process, UNBC requires a criminal records search to be completed for **all applicants accepted** into programs which involve working with children or other vulnerable persons. See the UNBC Undergraduate Calendar for further information.

Disability Services

If you have a disability and may require support services during your program, please contact UNBC Disability Services at **(250) 960-5682**.

Fees

All fees are non-refundable and must accompany this form in order for it to be processed. **DO NOT send cash through the mail.** Please make all cheques or money orders payable to the "University of Northern British Columbia."

Application Fee (non-refundable):

- Canadian or Permanent Resident applicants: \$35.
- International applicants: \$75.

Document Evaluation Fee (non-refundable):

- This \$40 fee is in addition to the Application Fee. Applicants whose transcripts originate from a post-secondary institution outside British Columbia and/or any secondary school outside of Canada.

Documents

Provisional offers of admission may be made using unofficial transcripts/documents (**this is not applicable to international students**), and will be finalized when **official** documents are received. All documents submitted in support of an Application for Admission/Re-admission become the property of the University of Northern British Columbia, and will not be returned to the applicant or provided to other institutions.

English Language Proficiency

Applicants whose first language is not English must submit evidence of English language proficiency prior to admission; acceptable evidence may be any one of: TOEFL, IELTS, LPI, or English 12. To be considered valid, these scores must be sent directly from the testing agency/institution to the UNBC Office of the Registrar.

For further details, consult 'Admissions' in your UNBC Undergraduate Calendar.

The University of Northern British Columbia reserves the right to limit enrolment in any Faculty, Program or course. Not all Programs are available at every campus. Course offerings may be subject to sufficient demand.

For application deadlines, see 'Semester Dates' in the UNBC Calendar or view www.unbc.ca/calendar/undergraduate/.

IF PAYING APPLICATION / EVALUATION FEE BY CREDIT CARD – complete this section

[Note: Your application will not be processed until we receive payment of your fee(s).]

I agree to pay the University of Northern British Columbia my application fee (all applicants) and the document evaluation fee (if applicable) in the amount of \$_____ on my: VISA MASTERCARD AMEX

_____ Card Number Expiry Date of Card Name of Cardholder Signature of Cardholder

STATEMENT OF INTENT

Your Statement of Intent **must** be typed, and shall not exceed three (3) pages in length, double-spaced.

The Statement of Intent should outline your reason(s) for applying to a professional degree of social work, as well as identify your professional/learning goals and any relevant vocational plans. Please refer to personal, volunteer, professional and/or employment experiences and what you have learned from these that has relevance for social work.

Please attach the above to your BSW Application for Admission

REFERENCES

In order to be considered for entry to the BSW program, three (3) confidential Reference Forms must be received by the University of Northern British Columbia **no later than 4:30p.m., on Wed., Feb. 1/12**. The Reference Forms are contained in the BSW Program application package, and may also be downloaded at http://www.unbc.ca/socialwork/application_forms.html.

References must be from the following (relatives are NOT considered references). Referee should mail or fax reference directly to UNBC.

Referee	Name	Position	Daytime Phone
Current or former supervisor(s) in a human service setting			
A practicing Social Worker with whom you have worked, or are currently working			
An educator who has instructed you in an academic setting			

VOLUNTARY DECLARATION

Candidates who meet the minimum entrance requirements and are members of groups which have faced historical exclusion and marginalization, including Aboriginal Peoples, persons who by their race and color are visible minorities, and persons with disabilities, are provided consideration in the admission selection process. The intent is to correct the conditions which have privileged some groups over others in terms of access to professional education and that a diversity of knowledge and experiences are shared within the social work classes.

Do you consider yourself to be a member of one or more of the groups described above? Yes No

PROGRAM INTENTIONS

CAMPUS OF STUDY Prince George Fort St John Quesnel Terrace

I have lived in the North for _____ years, and I plan to pursue the BSW program Full time Part time

Have you ever attended UNBC, or applied and not attended? Yes No

If "yes," please provide your (9-digit) UNBC Student Identification Number:

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Have you previously applied to the BSW Program at UNBC [within the last five (5) years]? Yes No

PERSONAL INFORMATION

Date of Birth

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(dd/mm/yyyy)

Do you have a disability? Yes No

Gender: Female Male Marital Status: Married or equivalent Single/Never Married Single/Previously Married

Aboriginal Status (voluntary: check all that apply)

Name of your Band or Nation (if applicable):

First Nations Status First Nations Non-Status Métis Inuit

Legal Name(s) Only: you MUST supply your legal name(s) for use on all Official UNBC documentation

First Name	Middle Name(s)	Last/Family Name
Circle one: MS MISS MRS MR Other title: _____	Preferred First Name	Former Last Name

Permanent Address

Apt #, Street # and Name, PO Box, RR/SS, Site, Comp.		City or Town
Province or State	Country	Postal or ZIP code
Home Telephone #	Cell #	Email Address

Mailing Address (if different than above)

Apt #, Street # and Name, PO Box, RR/SS, Site, Comp.		City or Town
Province or State	Country	Postal or ZIP code
Home Telephone #	Cell #	Email Address

Citizenship & Immigration Status (mandatory for all applicants)

Are you a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not Canadian Citizen, you MUST check one of the following: <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Other: _____		
Date of Entry into Canada	Country of Citizenship	Country of Birth
First or "Mother" Language	Have you attended English language schools? <input type="checkbox"/> Yes (#of years attended: ____) <input type="checkbox"/> No	

Emergency Contact information

Name of Emergency Contact: (FIRST and LAST name required)		
Day-time telephone number	Evening telephone number	Relationship to you

INFORMATION RELEASE (optional)

You may wish to authorize someone to act on your behalf with respect to application status, registrations, financial information/activities, transcripts or graduation. If you wish to designate someone to act on your behalf, please provide the following:

Name of Designate

Relationship to you

>>> continue on next page >>>

ACADEMIC HISTORY

Prerequisite Courses

Please check the following as either completed or in-progress. Courses in-progress must be completed before **Sept. 1/12**. Note: applicants with an acceptable university degree are encouraged but not required to complete the prerequisite courses.

FNST 100 completed in-progress **SOCW 200** completed in-progress
WMST 100 completed in-progress **SOCW 201** completed in-progress

All applicants must meet at least one of the following:

- I have successfully completed a minimum of **45 university or university transfer credits at the time of application**, and by Sept. 1/12, will have **successfully completed a total of 60 credit hours, and met all UNBC BSW entry requirements.**
- I have successfully completed an acceptable college diploma from which UNBC permits direct entry or have a minimum of **45 credits at the time of application**, and by Sept. 1/12, **will have successfully completed a total of 54 credit hours, and met all UNBC BSW entry requirements.**
- I have successfully completed an acceptable degree, and wish to pursue a BSW as a second degree.

All Post-Secondary Institutions Previously/Currently Attending (Colleges, Technical Institutes and Universities – most recent first)					
From (mm-yy)	To (mm-yy)	Name and Location of Institution	Year Level	Program	Credentials Obtained (e.g. BA, Diploma)

Official Transcripts from ALL post-secondary institutions must be received at UNBC **directly** from those issuing institutions.

HUMAN SERVICE EXPERIENCE (Attach additional pages if necessary)

Agency, Firm, Employer Name and Address	Position	Paid or unpaid	Start Date	Hours per wk/mnth	Hours to date	Immediate Supervisor or Contact Person	Daytime Phone
Total number of Volunteer hours: _____				Total number of Paid hours: _____			

DECLARATION

I hereby declare the information I have submitted in this Application for Admission/Readmission is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my Application for Admission/Re-admission; that submission of false statements or documents will result in the immediate cancellation of admission or registration to University of Northern British Columbia; and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the statements contained in the 'Declaration' and 'Information Release Statement' sections above.

Signature of Applicant

Date