

BACHELOR OF SOCIAL WORK APPLICATION PROCESS CHECKLIST

Please read the following instructions carefully. If you have any questions, please contact the Office of the Registrar at (250) 960-6300 or email socialwork-admissions@unbc.ca.

For information regarding the Bachelor of Social Work program, including admission requirements, please see the following link: <https://www.unbc.ca/social-work/undergraduate>.

Application and all admission documents are due in the Office of the Registrar by **February 1st**.

STEP 1. APPLY

Complete and Submit an Online UNBC Undergraduate Application at:

<https://www.unbc.ca/admissions/apply-now>

Provide Referee Name and Email Address for the Following Three Confidential References:

One reference from a current or former supervisor(s) in a human service setting;

One reference from a practicing social worker with whom you have worked, or are currently working; and

One reference from an educator who has instructed you in an academic setting.

Each of your referees will receive an email from UNBC which will include an online link to complete and submit your reference form to UNBC. Please note that relatives are NOT considered references. If you are unable to provide one of the required references, please choose an alternate reference and then email socialwork-admissions@unbc.ca to outline why you were not able to provide the required reference and why you chose the alternate referee to provide a reference for you.

Upload Statement of Intent (typed, double-spaced, 3-page maximum)

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 ensure your name is at the top of each page of your document.

Complete and Upload Human Service Experience Form

Access the PDF fillable Human Service Experience Form at:

<https://www.unbc.ca/apply/undergraduate/apply-bachelor-social-work-program>.

Upload Proof of English Language Proficiency (optional)

Applicants whose first language is not English must submit evidence of English language proficiency by February 1st. For additional information, please see:

<http://www.unbc.ca/calendar/undergraduate/international-admissions>.

Upload Unofficial Transcripts (optional)

BACHELOR OF SOCIAL WORK APPLICATION PROCESS CHECKLIST (continued)

STEP 2. SUBMIT OFFICIAL TRANSCRIPTS

- Please contact each post-secondary institution that you have attended and arrange for the institution to mail or email your official transcript to UNBC as follows:

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9

Email: socialwork-admissions@unbc.ca

- Unofficial transcripts can be uploaded to your application prior to submission or emailed to socialwork-admissions@unbc.ca.

ADDITIONAL INFORMATION

- A clear criminal record check is required from all applicants **accepted** to the program. Instructions for obtaining the criminal record check will be included with the offers of admission.