

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>

- 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)**

STEP 2. CONTACT YOUR REFEREES

- Three Confidential References** (relatives are NOT considered references)

1. Current or former supervisor(s) in a human service setting
2. A practicing Social Worker with whom you have worked, or are currently working
3. An educator who has instructed you in an academic setting

Email a copy of the PDF fillable Reference Form to each of your referees. **Referees** should email the completed form to socialwork-admissions@unbc.ca by February 1st.

Access the PDF fillable Reference Form at:

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

BACHELOR OF SOCIAL WORK APPLICATION PROCESS CHECKLIST (continued)

STEP 3. SUBMIT OFFICIAL TRANSCRIPTS

- Please contact each post-secondary institution that you have attended and make arrangements 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. The required forms will be included with the offers of admission.