

**Faculty of Social Work
Inner City ACCESS Site Applicants
Applicant Information Bulletin 2024 – 2025**

**Application Deadline
February 1, 2024 (Part time program)
March 1, 2024 (Full time program)**

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Programs Offered: Bachelor of Social Work (B.S.W.)

Section 2: Eligibility Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Pass grades will not be considered for meeting any of these requirements unless otherwise stated.

A. Eligibility Requirements

To be eligible for consideration for admission to the Faculty of Social Work Inner City Full-Time ACCESS Site, applicants must meet the following eligibility requirements:

1. Are at least 21 years old by the application deadline.
2. Applicants fall below the low income cut off bracket (LICO)
3. Are a resident of the City of Winnipeg.
4. Have 27 credit hours or less of university level course work.

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Social Work at the University of Manitoba. This document outlines categories of admission, requirements, and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

5. Demonstrate suitability for social work profession based on the assessment of an autobiography, 2 references, a face-to-face interview and interactive in-service that indicates:
 - Inner city experience
 - Volunteer or lived experience
 - Community involvement
 - Suitability for the social work profession
6. Participate in and pass a writing/reading comprehension test. The reading component includes reading a social work text for comprehension while the writing component includes writing on a selected social work topic.

To be eligible for consideration for admission to the Faculty of Social Work Inner City **Part-Time ACCESS Site**, applicants must meet the following eligibility requirements:

1. Are at least 21 years old by the application deadline.
2. Are a resident of the City of Winnipeg.
3. Have 27 credit hours or less of university level course work.
4. Are employed by a social service agency in Winnipeg, or by an Indigenous child welfare agency.
5. Have a minimum of 2 years Canadian employment in a social services field, or 3 years of extensive volunteer work with 1 year relevant Canadian social service employment.
6. Demonstrate suitability for the Social Work profession based on the assessment of an autobiography and 3 references showing:
 - Inner city experience
 - Volunteer or lived experience
 - Community involvement
 - Suitability for the social work profession
7. Participate in and pass a writing/reading comprehension test. The reading component includes reading a social work text for comprehension while the writing component includes writing on a selected social work topic.

8. Participate in interviews.

All applicants are advised that this is a competitive program with limited spaces and that applicants meeting minimum eligibility requirements cannot be assured admission.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba’s English language proficiency regulations will be required to demonstrate proficiency in English.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

Results for most language tests, including TOEFL, IELTS, and Duolingo, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Deadlines and Important Dates

Part-Time Program Applicants

DATE	DEADLINES AND IMPORTANT DATES
February 1, 2024	Last date for receipt of applications for Part-Time program.
	Deadline for submission of transcripts (including post-secondary education)
	Deadline for submission of two personal reference letters and one supervisor reference
	Deadline for autobiography.
	Deadline for submission of proof of age and proof of residency.
	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).

February 17, 2024	Literacy Testing
February 24, 2024	Interviews will be held.
February 27, 2024	Successful applicants will be provided with an online application link.
March 12, 2024	Deadline to submit online application and application fee.
March 28, 2024	Deadline to accept online offer. Last date to submit proof of English proficiency (if required).
April 2, 9, 16 & 23	Reading class
April 20, 2024	Orientation

May 6, 2024	Interviews will be held.
May 20 & 21, 2024	In-Service Days
June 3, 2024	Successful applicants will be provided with an online application link.
June 24, 2024	Deadline for successful applicants to submit online application and pay the application fee.
July 15, 2024	Deadline to accept online offer. Last date to submit proof of English proficiency (if required).
July 30, 2024	CRC/CARC Deadline
August 12-30, 2024	Orientation

Information Sessions – Part-Time program Applicants:

- Thursday, October 19, 2023, 5:30 p.m.
- Wednesday, November 22, 2023, 5:30 p.m.
- Tuesday, December 12, 2023, 5:30 p.m.
- Monday January 22, 2024, 5:30 p.m.

Full-Time Program Applicants

DATE	DEADLINES AND IMPORTANT DATES
March 1, 2024	Last date for receipt of applications for Full-Time program. Deadline for autobiography. Deadline for submission of transcripts (including post-secondary education). Deadline for submission of two reference letters Deadline for submission of proof of age and proof of residency. Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
April 11, 2024	Literacy Testing

Information Sessions – Full-Time program Applicants:

- Friday, October 6, 2023, 10:00 a.m.
- Tuesday, November 7, 2023, 6:00 p.m.
- Friday, December 1, 2023, 10:00 a.m.
- Monday, January 8, 2024, 2:00 p.m.
- Thursday, February 15, 2024, 10:00 a.m.

B. Required Application Documentation

The following documents will be required to complete your application.

Please drop off all of the following documentation with the paper application to the following address:

- **Transcript(s)** for all studies including university, college, (*sent directly from the institution to <mailto:icswp@umanitoba.ca>*)
- **Proof of Age.** (i.e. photocopy of driver's license or Manitoba Health Card.)
- **Proof of Residency.** (i.e. photocopy of driver's license or Manitoba Health Card.)
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).
- **Letters of Reference.** (Two from employment and/or volunteer experiences. For Part-Time application, an addition one reference from current supervisor).
- **Autobiography.** No more than 750 words that focuses on lived experience that has led to seeking professional social work education.

University of Manitoba - Inner City Social Work Program

William Norrie Centre
485 Selkirk Ave.
Winnipeg, MB R2W 2M6

C. Required Admission Documentation

All BSW applicants offered admission are required to:

- Provide a completed **Criminal Record (CR)** check obtained through the local police service. (May not be older than three months prior to the date of offer).
- Provide a completed **Child Abuse Registry (CAR) (for residents of Manitoba) or a Vulnerable Sector check (for residents of provinces where there is no Child Abuse Registry).** (May not be older than three months prior to the date of offer).

A positive response on the CR check, the CAR or Vulnerable Sector check, or the declaration regarding previous criminal convictions, does not necessarily eliminate applicants; however, it shall require that the applicant participate in a personal interview with the Director. The Faculty reserves the right, based on it's findings, to declare an applicant ineligible for admission.

Section 4: Selection Process

A. Selection

Applicants who are determined as meeting the eligibility criteria (see *Section 2: Eligibility Requirements*) are compiled and applicants are selected.

The selection process is designed to accomplish three objectives: to treat applicants fairly and equitably, to provide a diversity of practitioners required by the profession, and to provide for an efficient admissions process. The Faculty of Social Work selects applicants to the Bachelor of Social Work Inner City ACCESS site based on social, financial and academic need, suitability and readiness. The purpose of the Inner City ACCESS site is to achieve equity in professional education so that persons are not denied educational opportunities for reasons unrelated to academic ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous Peoples, persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada.

The program gives preferences to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada.

All completed applications of the ACCESS program are screened by a committee. Applicants who have been recommended by the committee are invited for interviews.

Each applicant is interviewed by a panel that consists of faculty members, alumni and/or a community representative.

The panel uses a screening tool to evaluate each applicant and recommends those most suited for the program.

B. Notification of Decision

Successful applicants are notified of the Selection Coordinator decision by email and mail.

To proceed with admission, all newly admitted students must complete a University of Manitoba online application. Once the offer of admission has been granted by the faculty, the application link will be given to the student. The student must submit and pay for the application by the deadline date of **March 12, 2024 for the part -time program and June 24, 2024 for the full time program.**

Final official decisions from the University of Manitoba will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

Applicants offered admission will have ten (10) business days to respond and indicate their acceptance.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see *Section 8: Contact Information*).

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

Applicants are advised that appeals of reconsideration decisions by the Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Social Work and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Social Work.

However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal inquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see *Section 8: Contact Information*).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact [Student Accessibility Services](#) at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

Section 8: Contact Information

Inner City Social Work Program	William Norrie Centre 485 Selkirk Ave. Winnipeg, MB R2W 2M6
Acting Director	Eveline Milliken Telephone: 204-474-6032 Email: Eveline.Milliken@umanitoba.ca
BSW Student Advisor & Selection Coordinator	Carla Kirkpatrick Telephone: 204-474-7364 Email: Carla.Kirkpatrick@umanitoba.ca
Selection Coordinator Assistant	Samantha Wonnacott Telephone: 204-474-8160 Email: Samantha.Wonnacott@umanitoba.ca
Office Assistant	Christy Watkinson Telephone: (204) 677-1454 Email: Christy.Watkinson@umanitoba.ca
Admissions Office	Undergraduate Admissions 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 Telephone: (204) 474-8808 Admissions Officer Sandra Jezik Contact Social Work Admissions Team

The following other contacts may also be useful.

Student Accessibility Services	520 UMSU University Centre Telephone: (204) 474-7423 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 UMSU University Centre Telephone: (204) 474-7423 Email: student_advocacy@umanitoba.ca
Faculty of Social Work	521 Tier Building Telephone: 474-7050 Web: http://umanitoba.ca/faculties/social_work/ Email: social_work@umanitoba.ca

Section 9: Other Information

The Bachelor of Social Work Inner City ACCESS site at the William Norrie Centre is an inner-city extension of the UM Faculty of Social Work. Students admitted to the Inner City ACCESS site are accepted directly into a either a 4-year full time ACCESS B.S.W. program or a 6-year part-time B.S.W. program. The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers, those mature students who have had inner-city or similar social service experience, but who require academic supports in order to pursue a university degree. Enhanced academic and social support is provided to students admitted to the program. Staff assists candidates in arranging funding resources. All students complete a total of 123 credit hours of university study. Full time or part-time study is offered.

The BSW program is accredited by the Canadian Association for Social Work Education, and graduates are eligible for acceptance into schools of graduate studies.

The BSW degree is accepted as a professional degree by the Manitoba College of Social Workers and by the Canadian Association of Social Workers. Holders of this degree are eligible to apply for membership to these organizations.