



McGill University Social Work Graduates Shortened Application Procedure*

For complete application information, please refer to the « Conditions et procédure » document available on our Internet site: www.otstcfq.org

Required documents:

1. Completed application form
 2. Final social work studies transcript, bearing the mention « *Degree granted: month/year* » (Final and original transcripts only, issued by the University Registrar. Photocopies, fax or scanned documents will be rejected)
 3. Proof of language requirements (See below)
 4. Full payment (checks, money orders or credit card information)
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1 - Application form

Complete form by consulting the "Guide de reference"

2 - Final and original social work studies transcript, issued by the University Registrar

Enclose your final and original social work studies transcript, bearing the mention: « *Degree granted: month/year* »

If this final transcript is unavailable because you just finished your program, enclose an official attestation issued by the Registrar, confirming that the degree will be granted without conditions at a future date, along with a transcript showing your full social work education and grades.

3 - Proof of language requirements

In order to fulfill the language requirements of the Office québécois de la langue française, please enclose one of the following:

- High School Degree final transcript or diploma (original or certified copy), issued by the ministère de l'Éducation, du Loisir et du Sport du Québec, obtained in 1985-86 or after;
- Other proof of secondary or post-secondary school certificates or transcripts, totalling 3 years of instruction provided in French;
- Proof of Office québécois de la langue française examination success.

Candidates failing to provide any of the above will have to register with the Office québécois de la langue française to write the examination. We cannot issue a permit until we have proof that you have passed the exam.



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4 - Required payments

- File opening fees (non-refundable) : \$172.46
- 2017-2018 Annual fees at the new graduate rate (eligibility description below): \$226,49 (or \$76,88 reduced rate starting on January 1st, 2018), with annual membership renewal on April 1st, 2018 for all

Progressive rate eligibility grid for new graduates, according to the date you completed your studies (and not the graduation date):

<i>If you finished your program in :</i>	<i>Submit your application request before:</i>
March, April or May 2017	October 1 st 2017
June, July or August 2017	January 1 st 2018
September, October or November 2017	May 1 st 2018
December 2017, January or February 2018	July 1 st 2018

Any application request received outside this timeframe will be processed at the regular rate.

- Professional liability insurance

If you practice as a social worker, you must subscribe to the OTSTCFQ collective professional liability insurance. However, if your employer already has such an insurance, you might be exempt from payment. To determine if you are eligible for an exemption, please refer to Annexe B (page 6 of the application form), describing possible exemption situations. If your work status corresponds to a described situation, fill out Annexe B by ticking the appropriate paragraph.

If you are not eligible for such an exemption, you will have to subscribe the OTSTCFQ collective professional liability insurance and enclose a payment of \$76.30 (or \$38.15 after October 1st, 2017).

Money orders, checks, Visa or MasterCard payments are accepted. No installments are available for new applicants.

Any questions in relation with the information provided above can be directed to
Ms. Sylvie Robert, at extension 278 or at srobert@otstcfq.org

For complete information on application requests, please visit our internet site
www.otstcfq.org

