



# Internationally Educated Applicant Handbook

A Practical Guide to Starting Your  
Social Work Journey in Canada



# Overview

## Who should apply for the assessment?

You should apply if you are an internationally trained social worker seeking to become a registered social worker in Canada (excluding the provinces of British Columbia and Quebec).

The CASW assessment is typically required as part of the application process for provincial social work regulatory bodies and it evaluates your education against Canadian standards.

## What will I find in the handbook?

This document is a step-by-step guide with all the information necessary to apply for the CASW assessment. Reading this before starting the application process will help you better understand all the requirements.

Here are the links to all resources that will be explored throughout this handbook:

- [Terms and Conditions](#)
- [Verification Form](#)
- [Application Form](#)
- [Example of Field Work Descriptions](#)
- [Payment](#)
- [Document Checklist](#)
- [Waiver Form](#)

This handbook is a simplified version of the application procedure. [Click here](#) for more details and [here](#) for questions and answers related to the assessment.

# Part One



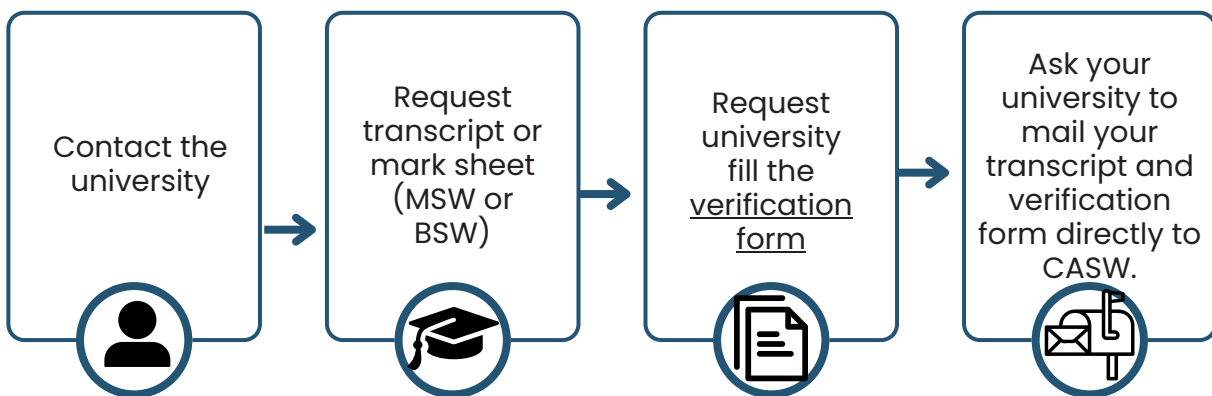
## Section Overview

In this part, you will need support from the educational institution you attended. The primary objective is to send your **transcript** (BSW or MSW) and the **verification form** to CASW. These documents will be the basis of your assessment.

### What you need to do:

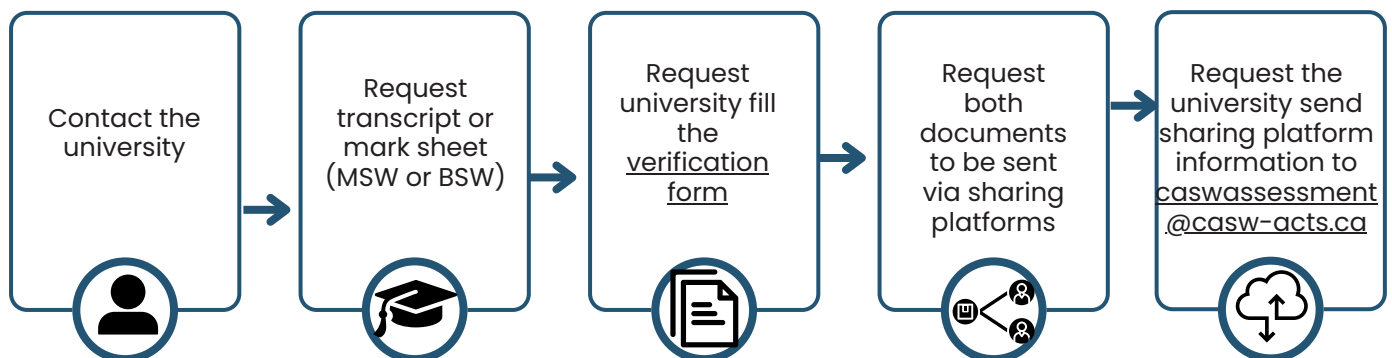
#### Option A: Send documents by postal mail

Postal Address: Canadian Association of Social Workers, M229 – 1554 Carling Avenue, Ottawa, Ontario K1Z 7M4



#### Option B: Send documents via authorized sharing platforms

- Digitary CORE
- Gradintelligence
- My eQuals
- Diploma registry (Norway)
- Parchment



## Frequently Asked Questions - Part One

- Can my university share my transcript and verification form via email if they do not use one of the authorized sharing platforms?
  - No, CASW will **not** accept transcript and verification form sent via email from universities.
- Do I need to send one verification form for each degree?
  - No, you only need a verification form for the highest level of professional social work education (BSW or MSW)
- Do all my transcripts need to be sent from the university?
  - No, only your highest social work degree. Any additional education can be sent via email to [caswassessment@casw-acts.ca](mailto:caswassessment@casw-acts.ca)
- How can I determine my highest social work degree?
  - Example 1: Alex holds both a BSW and an MSW. In this case, the MSW is considered the highest social work degree.
  - Example 2: Riley has a BSW and a Master in Counselling degree. Since the Master's is not in social work, the BSW remains the highest social work degree.

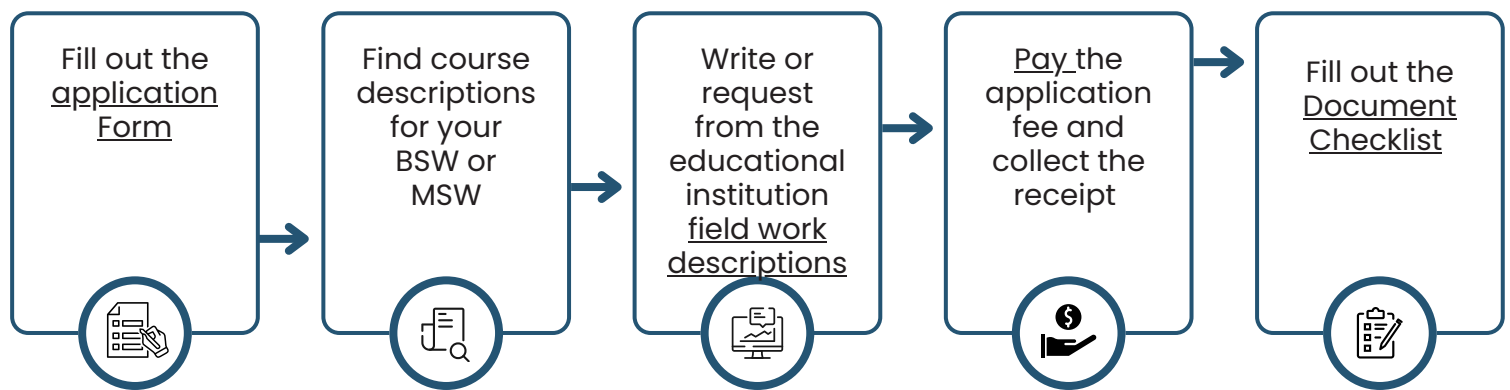


# Part two

## Section Overview

In this part, you should gather all required documents (in any order) and email them to CASW. You can email them one at a time or all together.

### What you need to do:



### Frequently Asked Questions - Part 2

- Do I need to wait for part 1 to be done before starting part 2?
  - No, you can submit documents in any order. It is not necessary to finish sending documents for part one before sending the documents from part two or three.
- What if I do not have access to the course descriptions?
  - If you cannot find this information on the university website or by contacting the university you can write 1-2 paragraphs for each course including course purpose, main topics covered and learning objectives. [Click here](#) to see an example.
- How much is the application fee and how can I pay?
  - The fee is \$395.00 (\$350 plus 13% HST). CASW accepts payment in Canadian funds only and the preferred payment option is by credit card through PayPal. [Click here](#) for payment via PayPal. CASW also accepts payment by certified cheque or money order.

# Part three

## Section Overview

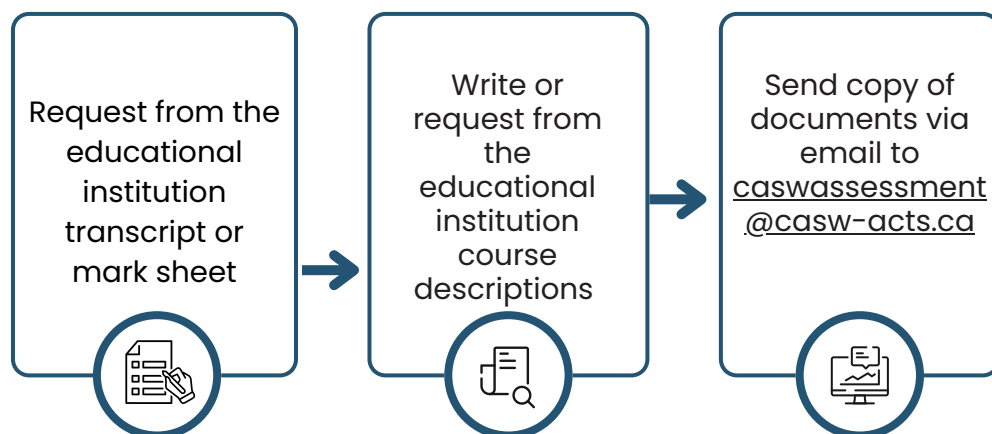
This section applies only if at least one of the following scenarios describes your situation:

- **Scenario A:** You have additional post-secondary education such as a bachelor's degree or a post-graduate diploma.
- **Scenario B:** You have changed your name since you completed your education.
- **Scenario C:** You completed a thesis or Major Research Paper during your MSW or BSW
- **Scenario D:** You are a member of a professional social work association from another country.
- **Scenario E:** You have already started the registration process with a provincial regulatory body.

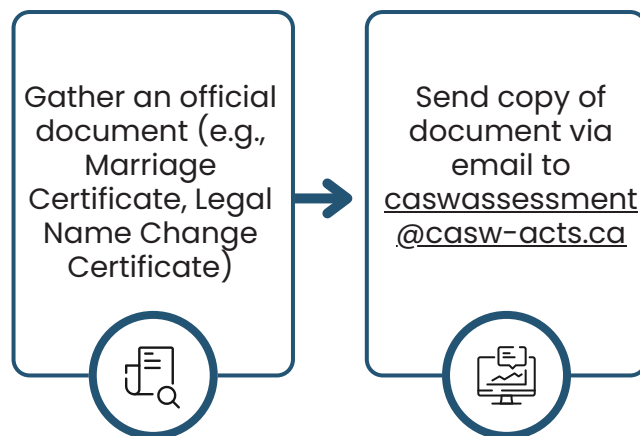
If none of these scenarios apply to you, congratulations—you've completed all the necessary steps to start your CASW assessment! However, if any of these scenarios do apply, keep going and follow the instructions for the scenario specific to your situation. Don't worry, you're almost done!

### What you need to do:

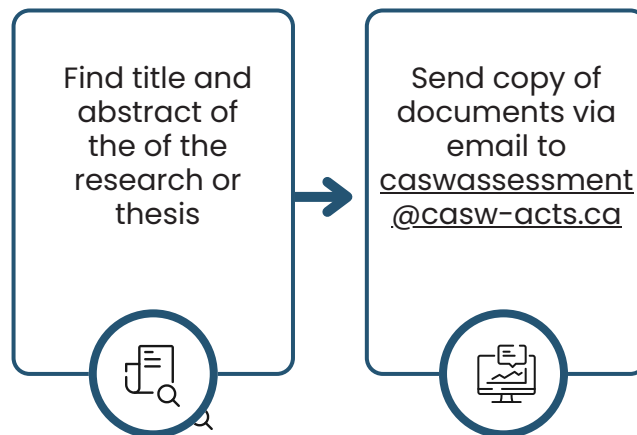
#### Scenario A- You have additional post-secondary education



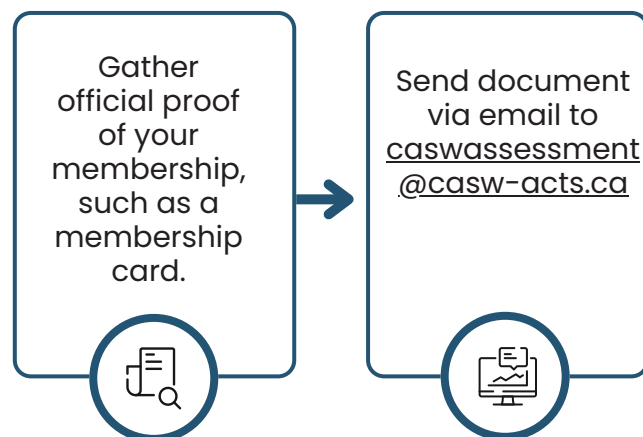
Scenario B- You have changed your name since you completed your education



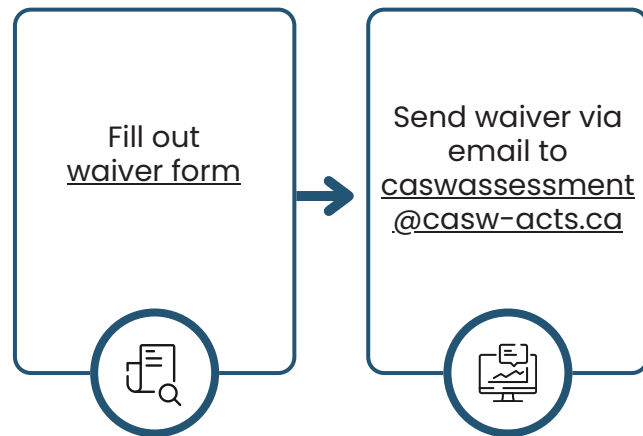
Scenario C- You completed a Thesis or Major Research Paper during your MSW or BSW



Scenario D- You are a member of a professional social work association from another country



Scenario E– You have already started the registration process with a provincial regulatory body



If you've reached this point, congratulations! You've completed all the steps needed to start your CASW assessment. For more details, [click here](#), and for questions and answers related to the assessment, [click here](#).



# Contact Us

For questions, clarifications, or feedback, reach out to us:  
**[casw@casw-acts.ca](mailto:casw@casw-acts.ca)**

Applicants can expect responses to inquiries within 10 to 15 business days.

