

# Document Checklist

For Applicants with International Degrees  
Assessed as Equivalent to BSW/MSW

## Manitoba College of Social Workers (MCSW)

Organizing your documents is key. Use this checklist to ensure that you have gathered and are ready to submit all required documents at each step of the registration process.

### Step 1: Application

- |  |   |
|--|---|
| <input type="checkbox"/> Submission of Online Application Form, including name and contact information of professional reference | <input type="checkbox"/> Application fee of \$100 |
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### Step 2: Required Documents

- |  |  |
|--|--|
| <input type="checkbox"/> Academic credential evaluation report from the Canadian Association of Social Workers (CASW)  | <input type="checkbox"/> Manitoba Child Abuse Registry Check   |
| <input type="checkbox"/> Copy of Government-issued photo ID (passport, driver's license, permanent resident card)  | <input type="checkbox"/> Manitoba Adult Abuse Registry Check   |
| <input type="checkbox"/> Criminal Record Check including Vulnerable Sector Search. Applicants who currently reside or have resided outside of Canada must provide criminal record/registry checks based on a nationwide search from the appropriate law enforcement agency in that country, if an equivalent check is available. (Federal Securities Check accepted) | <input type="checkbox"/> Professional Reference Form (submitted directly from the reference)   |
|  | <input type="checkbox"/> Proof of name change (if applicable)  |
|  | <input type="checkbox"/> Verification of Registration form if previously registered in another jurisdiction in Social Work or other profession |
|  | <input type="checkbox"/> Verification of legal entitlement to work in Canada (work permit, Permanent Resident card, Canadian Citizenship card) |
|  | <input type="checkbox"/> Professional Liability Insurance Declaration Form   |

***If documents are not in English or French, notarized translations are required (check academic verification requirements)***

### Contact Information

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