



## How to Apply to Transfer into the Applied Forensic Psychology Program

The Applied Forensic Psychology (AFP) program is a new offering at the university as of 2020. It is a direct-entry program, meaning that students apply to the program when they apply to the university and are given review priority. Students who are already enrolled at StFX and wish to transfer into the AFP program are eligible to apply to transfer into the program. Acceptance of current StFX students as transfer applicants into the program is based on both academic performance and possession of interpersonal skills suitable for work vulnerable populations (e.g., justice-involved, mental health and addictions). It is important to note that applying to transfer does not guarantee acceptance into the program, and all transfer application decisions are made in final by the Program Coordinator.

The steps to apply to transfer into the AFP program for students currently enrolled at StFX is listed below:

### 1. Submit Letter of Intent and Student ID number:

- a. The Letter of Intent should be 1 page max in which you outline your interest and relevant experience in working in the fields of criminal justice and/or mental health; your reason(s) for applying; and evidence of why you would make a good candidate for the program.
- b. Include your **Student ID number** in your correspondence. This is so your transcript grades to date can be reviewed by the Program Coordinator.

Submit these documents to the Program Coordinator, Dr. Christopher Lively ([clively@stfx.ca](mailto:clively@stfx.ca)) for review. Once your letter of intent and course grades to date has been reviewed and a decision made, you will receive an official email from the Program Coordinator indicating whether or not you are eligible to apply to transfer into the program. Note: receiving a note indicating your eligibility to apply to transfer does not guarantee acceptance into the program.

### 2. If you are eligible to apply for transfer, submit a Statement of Interest and Relevant work or volunteer experience:

- a. Your application for transfer to the Applied Forensic Psychology program requires that you write a **Statement of Interest (max 250 words)**. In your statement, please include information on the following: your specific areas of interest in the science and practice of psychology; shorter and longer term academic and/or career goals; how your education to date and other experiences (volunteer and paid work) have informed these goals; what you hope to achieve in the program; what particular skills you

think you bring to the program. With the latter, avoid merely stating what your particular skills are, but instead provide evidence. For example, rather than simply say you are a good writer, demonstrate it by composing a well written statement. Your statement of interest is your opportunity to build a case for why you are a good candidate for this program. Note: This statement will be heavily weighted when evaluating your application to the Applied Forensic Psychology program.

- b. Your application for transfer to the Applied Forensic Psychology program requires that you provide details on **Relevant work or volunteer experience**. Paid work and/or volunteer experiences (formal or informal) are considered relevant for consideration to the Applied Forensic Psychology program. This relevant experience can be paid or volunteer work in any capacity or forum, and can include participating in sports, music, humanitarian, or cultural pursuits. You can list up to six (6) relevant paid work or volunteer work experience that you would like us to consider for your admission to Applied Forensic Psychology. Details about these experiences should include the dates of experience; whether the position was paid or volunteer; and a brief explanation of the duties and responsibilities. Note: These experiences will be heavily weighted when evaluating your application to the Applied Forensic Psychology program. Submit these documents to the Program Coordinator, Dr. Christopher Lively ([clively@stfx.ca](mailto:clively@stfx.ca)) for review. Once your Statement of Interest and Relevant work or volunteer experience has been reviewed and a decision made, you will receive an official email from the Program Coordinator indicating whether or not you are conditionally accepted into the program.

### 3. If conditionally accepted, submit a Program Transfer Form and Declaration Form:

If accepted to transfer into the program, you need to submit a Program Transfer form to the Dean of Arts office. The Program Transfer form is found in the Registrar's Office Service Catalogue. You can access the service catalogue by navigating to this link: <https://tinyurl.com/y3gug5w>.

- Click on the green "Service Catalogue" button.
- Select "Registrar's Office".
- Select "Application to Change Programs"
- Click on the blue "Request Program Change" button
- Complete the form and submit.

After submitting a program transfer form, and before a final determination is made whether or not you're formally accepted into the program is made, you must complete and submit a degree declaration form to the Program Coordinator. The declaration form you complete will depend on if you are pursuing your degree through the Faculty of Arts or Faculty of Science. If you wish to complete an Honours program in AFP, you will need to wait and apply for an Honours at the end of your second year. Your declaration form should indicate what courses you will complete to meet both the applicable program and degree requirements. The declaration forms for AFP can be found [here](#). Please use this [AFP Course Checklist](#) guide to help complete your declaration form. Consult the Academic Calendar as necessary and make an appointment with Academic Advising if you are struggling to complete the form.

Once complete, submit your declaration form to the Program Coordinator, Dr. Christopher Lively ([clively@stfx.ca](mailto:clively@stfx.ca)) for review and approval. Once approved by Dr. Lively, your form will be forwarded to the Dean of Arts who reviews and grants final approval of your declaration form. You will receive an email informing you of whether or not your transfer application has been approved from the Dean of Arts' office. Your enrolment in the Applied Forensic Psychology program is considered official only once you have received the approval from both Dr. Lively and the Dean of Arts' office.

## Other Important Information to Consider when to Applying to Transfer into the Applied Forensic Psychology Program

If you are accepted into the AFP program, be aware that there is a supplemental yearly fee, which is used to fund program related events, activities, and learning. The fee is \$275. While program activities may vary from year to year based on logistical considerations, here are examples of program and practicum related opportunities you might access as a student in the AFP program:

- Federal and provincial correctional facilities
- Supreme and provincial courts
- Mental Health, Wellness, and Indigenous Courts
- Law offices
- Policing agencies
- Community-based organizations (servicing homeless and other vulnerable populations)
- Community-based practitioners (counsellors and social workers)
- Elizabeth Fry and John Howard Societies
- Nova Scotia Archives
- Innocence Canada

The yearly fee will be applied to your student account at the start of the next academic year. Students who are in financial need should be able to apply for a bursary to help further offset the costs of participation in the program. The availability of bursaries is dependent on funds available and based on the needs of individual students, all of which will be communicated closer to the start of next year once details are available.