MSW Applicant Recommendation Form Instructions

Complete the top portion of the form (type or print), sign and date before giving the form to a recommender. An electronic signature is acceptable. Your student ID number is required. It is located at the top right of the application receipt email you received from the Graduate School.

Recommenders accustomed to using pdf forms may complete and submit the form via email to socialwork@umsl.edu. An electronic signature in any form is acceptable, provided the recommendation is sent from the professional email address of the recommender. Please note: electronic submissions sent from the applicant will not be accepted.

If your recommender is likely to prefer a hard copy form, please complete the top portion of the form, sign and date before printing. Please provide your recommender with a return envelope stamped and addressed to:

School of Social Work, MSW Program Office
University of Missouri – St. Louis
121 Bellerive Hall (MC 93)
One University Boulevard
St. Louis, MO 63121-4400

Note* It is your responsibility to ensure that your completed recommendation forms are received by the School of Social Work, MSW Program office prior to the application deadlines: Fall – March 15th and Spring – October 15th.

Choosing Academic and Professional Recommenders

You are responsible for obtaining three recommendations from the following sources:

1. **Academic** – If you completed your undergraduate degree within the last five years two recommendations should be from your former professors; at least one should be from a professor in your major field of study. If you completed a graduate degree within the last five years at least one recommendation should be from a former professor. Applicants who graduated more than five years ago may submit a professional recommendation as a substitute.

2. **Supervisory** - One recommendation should be from your current work supervisor (if presently employed) or past work supervisor (if not currently employed) or a supervisor where you have performed volunteer work or a former field practicum/internship supervisor.

3. **Professional** – An alternate recommendation may be from any other professional source, including those listed above, who can describe your potential for professional practice.

You are strongly encouraged to submit recommendations from professional social workers or human service professionals who have knowledge of your aptitude for graduate-level studies, and your commitment to social work values. Recommendations from family and friends will NOT be accepted under any circumstances.

Please contact the MSW Program office at 314-516-7665 with questions.