

MSW Applicant Recommendation Form Instructions

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.**

Note: It is applicant's responsibility to ensure completed recommendation forms are received by the School of Social Work, MSW Program office, prior to the application deadlines: March 1st for Fall and October 15th for Spring. Recommendations arriving from the applicant are not acceptable.