

MSW Applicant Recommendation Form Instructions

Please read carefully

Please include your student ID number (if you are a UM System student) in the space provided and sign the confidential waiver line before giving the form to your recommender. Applicants new to UMSL may find the number in the application receipt email from the Graduate School.

Please do not use the Graduate School recommendation system. We prefer the form provided in the MSW application packet and a letter on the professional letterhead of the recommender. Verifiable electronic signatures are acceptable. Forms and letters may be submitted via email to socialwork@umsl.edu provided they are sent from the professional email address of the recommender. We will also accept documents faxed to 314-516-6416 or mailed to the School of Social Work:

School of Social Work, MSW Program Office
University of Missouri – St. Louis
469 SSB (Social Science and Business Building)
One University Boulevard
St. Louis, MO 63121-4400

Recommendations arriving from the applicant will be rendered invalid.

*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: March 1st for Fall and October 15th for Spring.

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.