**To the Applicant:**  The references will become part of your admissions file. They will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. You have the right to review references in your file unless you voluntarily waive your right of access by signing in the space below.

**MSW Advanced Standing Recommendation Requirements**

Any MSW program applicant with a BSW earned within the last 7 years MUST include at least 1 letter of recommendation from their:

* previous Field Instructor or Field Liaison
* one academic reference
* one professional reference (if you have not been employed, one more academic reference is acceptable)
* Supervisor from a social or human services capacity/agency (if applicable)

IF, due to faculty relocation and/or retirement, no such faculty member is available, a letter to this effect from the current BSW program director must accompany the application.

For applicants that have been out of school for 7 years or more it is acceptable to replace an academic recommendation with a work recommendation. At least one academic recommendation is preferred in this scenario.

Any program applicant, who is currently or previously employed in a social or human services capacity/agency MUST include at least 1 letter of recommendation from a current or previous supervisor, preferably one with an MSW.

Do NOT use relatives for any of your recommendations.

**MSW Traditional Program Recommendation Requirements**

Any MSW Traditional Program applicant will include

* two academic references
* one professional reference (you may use another academic reference if you have not been employed)
* Supervisor from a social or human services capacity/agency (if applicable)

Any program applicant, with or without a BSW, who is currently or previously employed in a social or human services capacity/agency MUST include at least 1 letter of recommendation from a current or previous supervisor, preferably one with an MSW. Only one academic reference is required if a social or human services recommendation is provided.

For applicants that have been out of school for 7 years or more it is acceptable to replace an academic recommendation with a work recommendation. At least one academic recommendation is preferred in this scenario.

Do NOT use relatives for any of your recommendations.