



WESTERN MICHIGAN UNIVERSITY

School of Social Work
College of Health and Human Services

MSW Program Application Attachment

MASTER OF SOCIAL WORK REFERENCE FORM (Three Letters of Reference Required)

To the applicant:

- Complete items in #1, #2, and #3 below.
- **Print three copies of this form** and deliver one copy to each of three professionals who are acquainted with your qualifications for graduate study and/or the field of social work.
- If applying to the Advanced-standing Program, one of the three letters of reference must be from your BSW field instructor or faculty liaison and all references must address your potential for success in an advanced-standing program.
- If applying as a transfer student from another graduate program, one of the three letters of reference must be from your faculty advisor in that program.
- You should supply each referee with a self-addressed, stamped envelope.
- Ask the person to complete the form, seal the envelope, sign across the sealed portion, and return the envelope to you as soon as possible.
- Do not send personal references (i.e. from family, friends, church leaders, therapists, etc.).



1. Applicant's name: _____

Phone #: (____) _____ E-mail address: _____

The Family Educational Rights and Privacy Act of 1974 provides students a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Check and sign one of the following statements.

2. I waive my right to review this recommendation.
 I do not waive my right to review this recommendation.

3. I am applying for (please check appropriate box or boxes):

- Full-time Program, Kalamazoo
- Extended-study Program, Kalamazoo
- Extended-study Program, Grand Rapids
- Full-time Advanced-standing Program, Interpersonal Practice, Kalamazoo
- Full-time Advanced-standing Program, Policy, Planning, and Administration, Kalamazoo
- Part-time Advanced-standing Program, Interpersonal Practice, Grand Rapids



Applicant's signature: _____

Date: _____



MASTER OF SOCIAL WORK REFERENCE FORM

To the person providing this letter of reference:

The person named on page 1 has applied for admission to the Social Work Graduate Program at Western Michigan University.

- Please complete items #1 and #2, and attach with this form a letter addressing the 6 questions in item #3.

1. Please indicate the strength of your overall endorsement by placing an "X" along the scale:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Highly Recommended				Recommended				Recommended with Reservation				Not Recommended			

2. Reference provided by:

Name: _____ Title: _____

Place of employment: _____

Address: _____

Street

City

State

Zip Code

Phone #: (____) _____ E-mail address: _____

3. On a separate sheet of paper (letterhead preferred),

- Please answer the six questions below.
- Return this form and letter as soon as possible to the applicant, in a sealed envelope, with your signature across the sealed portion of the envelope.
- The applicant will then submit the letters in the completed application packet to the School of Social Work.



The following questions reflect the kinds of information that will be useful to us as we evaluate the applicant's qualifications.

- Please provide your typewritten answers to the following questions on a separate sheet of paper and attach to this reference form.
- Before returning these documents to the student, please put the reference form and answers to the questions in an envelope, seal and write your name across the sealed portion of the envelope.
 1. In what capacity have you known the applicant and for how long a period of time?
 2. From your knowledge of this individual, what is your evaluation of the applicant's intellectual capacity for graduate study?
 3. What is the quality of relationships the applicant makes and sustains in the personal social and professional areas of life?
 4. Are there specific characteristics or attributes of the applicant that will affect the quality of his/her performance?
 5. If you are or have been this applicant's student advisor, please evaluate the applicant's academic standing and professional conduct during enrollment.
 6. If the applicant is applying for the Advanced-standing Program, please state your opinion about the applicant's ability to complete an accelerated, one-year graduate program.



Please accept our appreciation of your time and effort in support of our consideration of this individual for professional education in social work. If you wish to provide additional information, please call (269) 387-3200.

Referee's signature: _____

Date: _____