



State University of New York

College of Community and Public Affairs

Department of Social Work

Letter of Recommendation for the Master of Social Work Program

Return to the applicant by _____
(mm/dd/yy)

Name of Applicant: _____
Last Name First Name B#:

Name & title of recommender: _____

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation.

- I waive my right to inspect the contents of this recommendation.
- I do not waive my right to inspect the contents of this recommendation.

Applicant's signature _____

To the Evaluator

The above-named applicant is applying for admission to the Master of Social Work program at Binghamton University. Pursuing this program will require both an intensive program of graduate study as well as commitment to public and not-for-profit service with disenfranchised populations. The applicant has selected you as someone who can be helpful to the admissions committee in evaluating his/her preparation for and readiness to enter graduate school.

In order to ensure the best and most appropriate outcome of the application process for this applicant, we ask that you be frank about both the applicant's strengths and limitations. **Please answer the questions below as fully as possible.** Additional comments are also welcome. Please seal your recommendation in an envelope, sign across the seal, and mail to the applicant. Your prompt reply is appreciated.

How long and in what capacity have you known the applicant?

What do you consider the applicant's major strength(s) as a candidate for graduate education in social work?

In what areas, and to what degree, does the applicant need to be strengthened in order to improve his/her ability to serve others in the capacity of social worker?

Please give your appraisal of the applicant in each of the following areas, indicating the reference group you have in mind:

- Undergraduate students
 Graduate students
 Employees
 Co-workers

	Below Average	Average	Above Average	Very Good	Outstanding	Unable to Judge
Motivation to pursue MSW program						
Intellectual Ability						
Ability of Expression						
Written						
Oral						
Problem-solving skills						
Organizational ability						
Resourcefulness						
Initiative						
Creativity						
Ability to work cooperatively with others						
Level of maturity and emotional stability						
Respectful of diversity						

Please use the space below or an attached letter to elaborate on the ratings above or on any other matters you consider relevant to the applicant's admission.

Summary Evaluation

- I *strongly recommend* this applicant for admission and feel that he/she has the capacity to perform at a superior level in the MSW program.
- I *recommend* this applicant for admission without reservation, and am confident that he/she will do well in the MSW program.
- I *recommend this applicant with some reservations* about his/her ability to perform well in the MSW program.
- I feel that the *applicant's qualifications for graduate study are marginal* but that he/she may do well with sufficient support and encouragement.
- I *do not recommend* the applicant for admission to the MSW program.

Signature _____

Date _____

Position _____

Institution/
Organization _____

Address: _____

Phone: _____

E-mail: _____

