



ALABAMA A&M UNIVERSITY
DEPARTMENT OF SOCIAL WORK
GRADUATE SOCIAL WORK PROGRAM

Applicant's Name: _____
First Middle Last

Address: _____
Street Apt. #

City State Zip Code

Telephone: () - Cell: () - Fax: () -

E-mail Address _____

CONFIDENTIAL LETTER OF REFERENCE
To The Applicant: Please print name of your reference:

First Middle Last

Please submit three (3) letters of reference from people who are in a position to provide statements concerning your academic qualifications, your recent or current employment, or your personal qualifications for entry into graduate social work education.

TO THE REFERENCE: The above named is applying for admission to the Alabama A&M University-Graduate Social Work Program. The candidate has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work.

Since the school's decision cannot be made until references have been received, we would appreciate a reply at your earliest convenience. Thank you for your cooperation and interest.

NOTE ON CONFIDENTIALITY: Applicants for admission do not have access to their application records. Under the provisions of the Family Educational Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records.

- 1. How long and in what capacity have you known the applicant?
2. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known.

Table with 7 columns: Exceptional (Top 5%), Superior (Top 10%), Good (Top 25%), Average (Top 50%), Below Average (Bottom 50%), Not Observed. Rows include Academic Performance, Intellectual Ability, Maturity, Oral Skills, Written Skills, Ability to Think Critically, Capacity for Leadership, and Ability to Work With Others.

3. Personal qualities such as intelligence, maturity, capacity for self-awareness, presentation of self, resourcefulness, sound judgment, and a concern for the well-being of others are important for success as a social worker. Please assess the applicant's academic and professional promise with this context (feel free to attach a separate letter in addition to providing information in the space below).

4. I would:

- Recommend with enthusiasm
- Recommend with confidence
- Recommend with reservations
- Not recommend

Signature _____ Date _____

Name (printed or typed) _____

Title _____ Organization _____

Address _____

Telephone (_____) _____ - _____ (_____) _____ - _____