

New Mexico State University School of Social Work

BSW LETTER OF REFERENCE

Applicant's name: _____

To the Reference: The above named person is applying for admission to the Bachelor of Social Work Program at NMSU. Your assessment of the candidate will assist the Admissions Committee in determining his/her qualifications for the program. **Please complete this form and email it to socwork@nmsu.edu OR give it to the student in a sealed and signed envelope.** We look forward to your comments on this candidate, and thank you for your assistance.

Note on confidentiality: applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records.

- I hereby waive my right of access to this letter of recommendation.
 I do not waive my right of access to this letter of recommendation.

Applicant's Signature: _____ **Date:** _____

Information about the person providing the reference:

Name: (please print): _____

Title of Position: _____

Employer: _____

Business Address: _____

How do you know the applicant?

Length of time you have known the applicant:

**PLEASE EMAIL THIS COMPLETED FORM TO: socwork@nmsu.edu with "BSW Reference" on the subject line.
*email will only be accepted from the reference writer's email**

OR

**PLACE COMPLETED REFERENCE IN ENVELOPE WITH YOUR SIGNATURE ACROSS THE SEALED FLAP
AND RETURN TO THE APPLICANT**

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BSW Letter of Reference form, page 2

1. Please rate the applicant relative to other potential students on each of the following items using the scale provided.

| | |
|---------------------------------|--|
| 1= Truly outstanding | _____ Academic performance |
| 2= Superior | _____ Maturity and stability |
| 3= Above average | _____ Communication skills: oral |
| 4= Average | _____ Communication skills: written |
| 5= Below average | _____ Sensitivity to cultural diversity |
| X= Inadequate knowledge to rate | _____ Motivation for proposed program of study |

2. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, sound judgment, and a concern for the well-being of others are important for successful work in the field of social work. Please provide a specific example that illustrates the candidate's possession of these qualities.

3. What is your knowledge of the applicant's academic and professional promise within this context?

4. Additional information we should consider supporting this applicant's qualifications:

Signature of Reference: _____ Date: _____

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