



## LETTER OF RECOMMENDATION FORM

### Part 1: To the Applicant

**Applicant:** Please read and complete this portion of the Letter of Recommendation Form. After completing and signing, send this form to each individual who will write your letters of recommendation. Along with this form, you must provide recommenders with instructions for submitting materials. Recommenders should submit this form and the letter of recommendation together, by the application deadline.

**Name of Applicant** (print): \_\_\_\_\_

*The Family Educational Rights and Privacy Act of 1974 (FERPA), allows a candidate for admission to waive their right to access confidential letters or statements written on their behalf, if the recommendation is used solely for the purpose of admission and if the candidate, upon request, is notified of the name of all persons making such recommendations on their behalf. The University does not require that you make such a waiver as a condition for admission.*

- WAIVE.** I grant permission for this letter of recommendation to be held confidential by the University of South Alabama Social Work program.
- DO NOT WAIVE.** I retain the choice of having letters of recommendation available to me.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Part 2: To the Recommender

The applicant named above is in the process of applying for admission to the Bachelor of Social Work program at the University of South Alabama. Please complete the following information below. Then, submit this form along with the student's letter of recommendation. Instructions for submission located [here](#).

#### Recommender's Information:

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title/Organization:** \_\_\_\_\_



**Part 2: To the Recommender (cont'd)**

**Knowledge of the Applicant:**

1. What is your relationship to the applicant? (Check all that apply.)

- Professor/Instructor       Field Experience Supervisor       Academic Advisor  
 Current Employer       Former Employer  
 Other (please specify) \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_ (months/years)

**Performance, Skills, & Abilities**

Using the following criteria, choose the rating that best describes the applicant for each category:

	Excellent (Top 5%)	Above Avg. (Top 25%)	Average (50%)	Below Avg. (Below 50%)	Insufficient (Below 25%)	Unknown
Academic Performance						
Demonstrated Professional Behavior						
Demonstrated Ethical Behavior						
Demonstrated Teamwork Ability						
Verbal Communication Skills						
Written Communication Skills						
Critical Thinking / Problem Solving						
Constructive Use of Feedback						

Additional Comments:

**Recommendation of the Applicant** (check one):

- With Confidence       With Reservation       Do Not Recommend

\*Signature of Recommender: \_\_\_\_\_

\*Date: \_\_\_\_\_