

## Frequently Asked Questions Regarding Admission Letters of RECOMMENDATION

1. **How many letters are required?** Three (3)
2. **Can they be submitted electronically (by email)?** Yes. Email to [swadmission@csueastbay.edu](mailto:swadmission@csueastbay.edu)
3. **Can they be submitted after the application deadline?** No, letters of recommendation and the coversheet must be emailed by 12/15/20.
4. **Who should write the letter of recommendations?**
  - € People who know you well, academically and/or professionally.
  - € It is preferred to have at least one letter from a university/college professor who is able to speak to your academic ability and readiness for graduate social work education. (If it has been many years since you graduated from college, it may not be possible to have a former professor. Applicants can make a note of this in the application packet).
  - € Educators/professors, employers, supervisors, agency volunteer coordinators, and community leaders are the most common letter writers.
  - € DO NOT use personal references (friend, therapist, pastor or other spiritual guide, family for whom the applicant babysat, etc.).
5. **Is there a required format for the letters?** Yes. Each recommendation letter should:
  - € Include a COVERSHEET; available at: [www.csueastbay.edu/sw/apply-to-msw.html](http://www.csueastbay.edu/sw/apply-to-msw.html)
    - € The top of the coversheet must be filled out and signed by you before giving it to the person writing the letter.
    - € The remaining parts of the coversheet are filled out and signed by the person writing the letter.
    - € The coversheet must be submitted by email with the letter of recommendation.
  - € The letter written by the educator or professional should be:
    - € On professional letterhead;
    - € Addressed specifically to the CSUEB MSW Program; and
    - € Signed by the educator or professional.
  - € When emailed, your name should be included in the subject line.

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6. **Further tips for Letters of Recommendation** are available at [www.csueastbay.edu/sw/apply-to-msw.html](http://www.csueastbay.edu/sw/apply-to-msw.html) in the document called *Tips for Applying to Graduate School*.
7. **More specific questions?** Email [swadmission@csueastbay.edu](mailto:swadmission@csueastbay.edu)