

Frequently Asked Questions Regarding Admission LETTERS OF RECOMMENDATION

- **How many letters are required?** Three (3)
- **Can they be submitted electronically?** Yes. Letters of recommendation **must be sent via our online submission system using this link: <https://csueb.tfaforms.net/4741062>**. The **applicant** should click the link and complete the form to initiate the process. Then, the referent will receive an email with a link and instructions for submitting their letter.
- **Can they be submitted after the application deadline?** No, letters of recommendation and the cover sheet must be emailed by 12/1/2021.
- **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.).
- **Is there a required format for the letters?** Yes. Each recommendation letter should:
 - The letter of recommendation should be:
 - Submitted using our online system;
 - On professional letterhead;
 - Addressed specifically to the CSUEB MSW Program
- **Further tips for Letters of Recommendation** are available at www.csueastbay.edu/sw/apply-to-msw.html in the document called *Tips for Applying to Graduate School*.
- **More specific questions?** Email swadmission@csueastbay.edu