**Frequently Asked Questions Regarding Admission Letters of Recommendation**

1. **How many letters are required?** Three (3)
2. **Can they be submitted electronically (by email)?** No.
3. **Can they be sent separately from the Department Application?** It is best to include the letters in the same large envelope with all the required Department Application material, rather than risking lost or misdirected letters.
4. **Who should write the letter of recommendations?**
	* People who know the applicant 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 the applicant’s academic ability and readiness for graduate social work education. (If it has been many years since the applicant 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 the applicant 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 included in the sealed, signed envelope with the actual letter of recommendation.
	* Include the original letter written by the educator or professional that is:
		+ On professional letterhead;
		+ Addressed specifically to the CSUEB MSW Program; and
		+ Signed by the educator or professional.
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?** Contact the MSW Graduate Coordinator via the main social work office.