**Cover Sheet for Letter of Academic Recommendation**

**MSW Program for Fall 2020**Attach this Coversheet to the Recommendation Letter

References written by a college-level instructor or other professional/employers preferred (rather than personal references).

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**Print Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:
 Number and Street City State Zip**

The provisions of the *Family Educational Rights and Privacy Act of 1974* as amended apply to the contents of this form.

In accordance with the *Family Educational Rights and Privacy Act of 1974,* I (as the applicant) give my permission to release confidential information for the purpose of application to the CSUEB Master of Social Work Program.

**I do ☐ do not ☐ waive my right to review this Letter of Recommendation.**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INFORMATION BELOW TO BE COMPLETED BY REFERENT**

**REFERENT INSTRUCTIONS:** The individual named above is applying for admission to the Master of Social Work (MSW) Program at California State University, East Bay (deadline 12/16/19). Your evaluation of the applicant will assist the Admission Committee to admit the best qualified candidates to our program. Please:

1. **complete this form,**
2. **attach it to your letter of recommendation that is printed on your organization’s letterhead,**
3. **place both in a sealed/signed envelope, and**
4. **return it to the applicant to submit with their entire application packet. Thank you.**

Number of years acquainted with the applicant:

In what capacity have you known the applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLEASE RATE ON THE FOLLOWING:** | **excellent** | **above****average** | **average** | **below average** | **unable to evaluate** |
| academic performance and potential |  |  |  |  |  |
| clinical/practice performance and potential |  |  |  |  |  |
| dependability |  |  |  |  |  |
| interpersonal relations |  |  |  |  |  |
| leadership ability |  |  |  |  |  |
| logic and organizational skills |  |  |  |  |  |
| motivation |  |  |  |  |  |
| performance under pressure |  |  |  |  |  |
| personal attributes (including ethics and judgment) |  |  |  |  |  |
| relevant work/extracurricular experience |  |  |  |  |  |
| speaking skills |  |  |  |  |  |
| work with oppressed or vulnerable populations |  |  |  |  |  |
| **Printed Referent Name:**  **Referent Signature:** **Date:** **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone or Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |