

## MSW Recommendation Form

Submitted by deadline to [sw@lsu.edu](mailto:sw@lsu.edu)

---

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

**Instructions to Applicant:** This form should be given to individuals who can attest to your ability, potential and readiness for graduate education and professional social work practice.

- A total of three (3) recommendation forms are required for your admission file to be complete. A letter of support is optional.
- Two (2) recommendations must be Academic (college instructors, internship supervisors) and the remaining one (1) recommendation must be a Professional (Work/Volunteer) Reference. Family friends, clergy, therapist and high school teachers are not appropriate.
- Applicants who have been out of school for 2 or more years and cannot ascertain academic references may substitute other professional recommendations for academic.
- For any applicant, if two are not academic recommendations and one is not professional, please include a statement and email this to [sw@lsu.edu](mailto:sw@lsu.edu) with your application explaining the reason for the substitution.
- It is strongly recommended that if an internship was part of the degree program and the internship has been completed at the time of application, a recommendation from the internship supervisor be included as the professional recommendation.
- Complete FERPA statement.
- Submit this form to your recommender.

**FERPA Statement:** In accordance with (FERPA) Family Education Rights and Privacy Act of 1974, a student has access to their educational record, including letters of recommendation. However, a student may waive the right to review this recommendation, in which case, the letter of recommendation will be held in confidence and not reviewed by the student. Failing to check the appropriate box will automatically waive your access to view this recommendation. Check the appropriate box and sign below/type your name prior to sending this form to the recommender. Typing is legally equivalent to your signature and constitutes your certification that the information provided is accurate to the best of your knowledge.

Do you wish to waive your right to examine this letter of recommendation? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Recommendation Type: Academic \_\_\_\_\_ Professional (work/volunteer) \_\_\_\_\_

**Instructions to Recommender:** The LSU School of Social Work is seeking individuals who possess the personal qualifications essential to professional social work practice and the academic credentials to successfully fulfill the scholastic requirements while coping with the demands of graduate education. We ask that you complete this recommendation form (letter of support optional). Once you have completed this form, scan and email it to the to [sw@lsu.edu](mailto:sw@lsu.edu). Do not return this form to the applicant.

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

Title or Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Please mail or scan the completed form to:

LSU School of Social Work  
MSW Admissions Committee  
313 Huey P. Long Fieldhouse  
Baton Rouge, LA 70803  
Scan & email to: [sw@lsu.edu](mailto:sw@lsu.edu)

In what capacity have you known the applicant?

How long have you known the applicant?

In rating the applicant, who is your basis of comparison? Please check all that apply.

Other students \_\_\_\_\_ Other employees \_\_\_\_\_ Other volunteers \_\_\_\_\_

Other \_\_\_\_\_

Please rate the applicant in each of the following categories by circling the appropriate number.

	Below Average			Average			Above Average			Unable to Rate
	1	2	3	4	5	6	7	8	9	
Knowledge										
Intelligence										
Academic Abilities										
Carries Out Assignments										
Social Awareness										
Professional Commitment										
Maturity										
Stability										
Motivation										
Initiative										
Leadership										
Interpersonal Skills										
Openness										
Empathy										
Judgment										
Communication Skills										
Creativity										
Resourcefulness										
Integrity										
Potential to Succeed										

What is your overall recommendation of the candidate?

\_\_\_ Highly Recommend

\_\_\_ Recommend

\_\_\_ Recommend with Reservations

\_\_\_ Not Recommended