

**Applicant must complete reverse side.**

**TO THE REFERENCE WRITER**

Please type or print legibly.

**Please attach this form to your written narrative statement and return in a sealed envelope to the applicant or to**

New York University  
Graduate Processing Center—  
Social Work  
7 East 12th Street, 4th Floor  
New York, NY 10003-4475

Thank you for your thoughtful and prompt reply.

# Reference Letter

Applicant's Name \_\_\_\_\_

The above-named person has applied for admission to our Master of Social Work Program and has given your name as a reference. Your candid assessment of the applicant's potential for graduate social work education would be greatly appreciated. Applicants should be mature and emotionally stable and demonstrate a capacity for self-awareness and personal growth.

1. How long and in what connection or capacity have you known the applicant?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. On the chart below, please indicate by number your evaluation of this applicant's ability in each category. Obviously, applicants will be stronger in some areas than in others. Using the 1-5 scale, rank this applicant on each of the following attributes.

Score	Evaluation (Please Circle)						Scale
Analytic ability	1	2	3	4	5	0	1 BELOW AVERAGE
Intellectual capacity	1	2	3	4	5	0	2 AVERAGE
Level of maturity and emotional stability	1	2	3	4	5	0	3 GOOD
Ability to be self-examining and self-aware	1	2	3	4	5	0	4 VERY GOOD
Sense of responsibility/follow-through	1	2	3	4	5	0	5 SUPERIOR
Sensitivity to needs and feelings of others	1	2	3	4	5	0	0 UNABLE TO JUDGE
Ability to respect and work with differences in people (e.g., race, class, culture, and ethnicity)	1	2	3	4	5	0	
Concern and commitment to work toward solving social problems	1	2	3	4	5	0	
Leadership ability	1	2	3	4	5	0	
Willingness to accept direction and/or supervision	1	2	3	4	5	0	
Creativity	1	2	3	4	5	0	
Ability in oral communication	1	2	3	4	5	0	
Ability in written communication	1	2	3	4	5	0	
Motivation for chosen field	1	2	3	4	5	0	
Integrity	1	2	3	4	5	0	

3. Written Narrative Statement on proper letterhead (to be attached to this form)

- a. Assess the applicant's academic and professional promise.
- b. Discuss the attributes that most strongly recommend this applicant.
- c. In which area does the applicant need the most growth or improvement?

4. Summary Evaluation: Please indicate the strength of your overall recommendation.

- Highly recommend     
  Recommend     
  Recommend with reservations noted     
  Do not recommend

Name of Reference Writer (include title and credentials, e.g., MSW, PhD, etc.) \_\_\_\_\_  
(PLEASE PRINT)

Signature of Reference Writer \_\_\_\_\_ Date \_\_\_\_\_

**TO BE  
COMPLETED  
BY THE  
APPLICANT  
BEFORE  
SENDING TO  
REFERENCE  
WRITER**

**PROGRAM OPTION APPLIED FOR:**

- |                                               |                                                                                                     |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Two-Year             | <input type="checkbox"/> Extended                                                                   |
| <input type="checkbox"/> 16-Month Accelerated | <input type="checkbox"/> Extended OYR                                                               |
| <input type="checkbox"/> Advanced Standing    | <input type="checkbox"/> Dual Degree with the School of Law                                         |
| <input type="checkbox"/> Transfer Student     | <input type="checkbox"/> Dual Degree with the Robert F. Wagner<br>Graduate School of Public Service |
| <input type="checkbox"/> 32-Month             | <input type="checkbox"/> Dual Degree with Sarah Lawrence College                                    |

Many writers prefer that their letters be confidential. Under the Family Educational Rights and Privacy Act of 1974, the University may guarantee confidentiality only if you waive your right to access.

Please indicate below:

I waive my rights to future access to this reference.

I do not waive my rights to future access to this reference.

Applicant's Name \_\_\_\_\_  
(PLEASE PRINT)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_