

NYU Silver

Silver School of Social Work

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

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 _____

Signature of Applicant _____ Date _____

TO THE REFERENCE WRITER:

Please type or print legibly.

Applicant's Name _____

The above-named person is requesting to take courses in our Master of Social Work Program as a non-matriculated student 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 2 AVERAGE 3 GOOD 4 VERY GOOD 5 SUPERIOR 0 UNABLE TO JUDGE
Intellectual capacity	1	2	3	4	5	0	
Level of maturity and emotional stability	1	2	3	4	5	0	
Ability to be self-examining and self-aware	1	2	3	4	5	0	
Sense of responsibility/follow-through	1	2	3	4	5	0	
Sensitivity to needs and feelings of others	1	2	3	4	5	0	
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 (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.)

Signature of Reference Writer _____

Date _____

Thank you for your thoughtful and prompt reply.

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

