

UNIVERSITY OF PIKEVILLE

School of Social Work

MSW Recommendation Form Instructions

Please read carefully.

Admission to the MSW program requires you to obtain three (3) recommendation forms from individuals who can provide information about your academic and personal qualifications related to graduate school readiness.

Step 1: Download and save the electronic MSW Recommendation form.

Step 2: Complete the top portion of the form. Please give special attention to the FERPA statement. The School of Social Work does not require you to waive access. It is a personal decision. Be sure to sign the form. A digital signature is acceptable and encouraged. Save the form with your updated information.

Step 3: Choose three (3) individuals to evaluate your abilities and readiness for graduate education and your potential for advanced social work practice. Recommendations from family and friends **will not** be accepted under any circumstance. The individuals you select must fit into the following categories:

- Professor/Instructor
- Social Work Professor/instructor
- Field Supervisor
- Professional Social Worker
- Work or Volunteer Supervisor

Regular standing students – if you have graduated within the last five years, you must submit an academic recommendation.

Advanced standing students – you must submit a recommendation from a field supervisor and/or current employer.

Step 4: Email the form to the individuals you have selected.

Step 5: It is your responsibility to make sure that your evaluator submits a completed recommendation form. After a few weeks, follow up with your evaluator to inquire about the status of your recommendation form. Please note that the recommendation form **MUST** come from the evaluator. Any recommendation forms received from the applicant will be rendered invalid and the application will not be considered complete.

If you have any questions or concerns, please contact the UPIKE MSW program at 606-218-5023 or email us at socialwork@upike.edu