

**University of West Florida**  
**APPLICANT RECOMMENDATION FORM**  
**Master of Social Work**

*Please mail completed form to:*

**UWF Graduate School**  
**11000 University Parkway**  
**Building 11, Room 215**  
**Pensacola, FL 32514-5751**  
**(850) 474-7716 ▲ FAX (850) 473-7714**

**APPLICANT:** Please complete the first part of this recommendation form. Give this form to the person whom you have asked to write a letter of reference and attach a stamped envelope addressed to the above address.

Applicant's Name: \_\_\_\_\_ Student ID # (Not SSN): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

**Name of Referee:** \_\_\_\_\_ **Department/School/Business:** \_\_\_\_\_

\*According to the Family Educational Rights and Privacy Act of 1974, the applicant has a right of access to information provided in a letter of recommendation. The applicant also has the option to waive this right and subsequent access to this information. Waiver of this right is NOT a condition of admission and each application will receive full and equal consideration, regardless of the decision regarding this waiver.

- I **waive** my right to view the content of this letter. I understand that the decision itself will not affect the decision of the Admissions Committee.\*
- I **do not waive** my right to view the contents provided in the letter of reference by the above named referee. I understand that the decision itself will not affect the decision of the Admissions Committee.\*

\_\_\_\_\_  
Applicant's Signature Date

**EVALUATOR: (Please complete this portion.)**

Evaluator's name: \_\_\_\_\_

Institution/Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is your relationship to the applicant?

- Teacher       Supervisor       Academic Advisor       Employer       Other (please explain) \_\_\_\_\_

How well do you know the applicant?

- Not well       Somewhat       Well       Very Well

How long have you known the applicant? \_\_\_\_\_

Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic potential?       YES       NO

If no, please explain \_\_\_\_\_

In comparison to other graduate school applicants you have known, how would you rate this applicant in terms of:

	Superior 95-100%	Excellent 90-94%	Very Good 75-89%	Good 50-74%	Fair 25-49%	Very Low 0-24%	Unable to Judge
Intellectual ability	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Personal suitability to function as a professional in the field							
Ability to work with others							
Ability to work independently							
Writing skills							
Speaking skills							
Self-initiative							
Creative, innovative thinking							
Productivity							
Professional responsibility							
Personal maturity							
Persistence							
Capacity to handle stress							
Leadership ability							
Commitment to professional growth							
Research Skills							
Receptivity to criticism							
Integrity							
Dependability							
Ethical conduct							
Potential for academic success at the graduate level							

Please comment below (or in an accompanying letter typed on your professional letterhead) on any of these categories or other areas that you think would be helpful in assessing the applicant's qualifications for the program.

---

---

---

Do you have any information related to the applicant's personal characteristics that should be considered by the Admissions Committee in assessing his/her capacity to succeed in graduate study and professional work?

---

---

---

**Overall Recommendation for admission to the Master's program:**

Recommend most highly       Strongly recommend       Recommend       Recommend with some reservations       Do not Recommend

To assure consideration of the applicant's materials, please make sure that this form is completed form (along with any supplemental letter) within two weeks of request. We appreciate your time and effort.

Evaluator's signature \_\_\_\_\_ Date \_\_\_\_\_