

The University of Toledo  
Department of Social Work

## MSW Applicant Recommendation Form

### **To the MSW applicant:**

Please complete the top portion of this form and present it to a person who has sufficient knowledge of your ability and performance to respond to the questions below.

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

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if they know that the recommendations will remain confidential. It is your option to waive your right to review these recommendations or to decline to do so. Please indicate your choice of waiver options and sign your name.

I choose to \_\_\_\_\_ waive \_\_\_\_\_ not waive my right of access to this recommendation and any other appropriate attachments written by \_\_\_\_\_.  
Name of Recommender

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

\_\_\_\_\_  
Date

I have chosen this recommender as a reference in the category checked below:

Academic

Work/Volunteer work

My option

### **To the recommender:**

The applicant has been asked to transmit this request to you as one who can give a meaningful appraisal of his or her potential for graduate social work study. Please complete this reference form *along with a separate recommendation letter* written and signed on your official academic or business letterhead. Place it in an envelope and sign across the seal. The pending application will be considered incomplete until your response is received.

Name of Recommender \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Number

Street

City

State

Zip

I. How long, and in what connection, have you known this applicant?

