

# General Instructions for Letters of Recommendation

As part of your application to the Bachelor of Social Work (BSW) program, you are required to provide **one** letter of recommendation. The form for the recommendation letters follows these instructions. You should provide a letter from each of the below areas.

1. **Professional Reference** – from someone who has supervised you in a work or volunteer setting.
2. **Academic Reference** – from a professor or an academic advisor who is familiar with your academic work.

###### In addition, please do not use a friend, relative, or Bemidji State University Social Work faculty member for any of the above references.

**Please note:**

1. You must fill out the “To the Applicant” box on each of your reference letter forms prior to giving it to your reference. You must choose whether you are waiving your right to see the letter, and you must sign each reference form. Forms that are received and have not been properly completed may not be accepted.
2. You should provide your reference with an electronic reference form. *Please have your references e-mail the letters to the Social Work Office at*[***SOWKAdmissions@bemidjistate.edu***](mailto:SOWKAdmissions@bemidjistate.edu) **.** (The reference form may not come from students’ email addresses, they must originate from the email address of the person providing the reference.)
3. You are responsible for making sure you get the two reference letters back in time to turn in with the rest of your application materials by the application deadline.



Bachelor of Social Work Program Bemidji State University

1500 Birchmont Drive NE, Box 35

Bemidji, MN 56601

**Recommendation for the BSW Program**

Date:

Applicant Signature:

**To the Applicant: Please read and complete this section of the form**. E-mail this form to the person who will write

your recommendation. Ask the person writing the recommendation to e-mail it to [SOWKAdmissions@bemidjistate.edu](mailto:SOWKAdmissions@bemidjistate.edu) by the deadline.

Name of Student Applicant Last First Middle

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to inspect this recommendation by signing the statement below.

**I choose to**  **waive**  **not waive my right of access to this letter.**

**To the Reference:** The above listed person is applying for admission to Bemidji State University’s Bachelor of Social Work (BSW) program. Thank you for providing us with your honest assessment of this applicant in order to assist us in determining this applicant’s suitability for social work. **Please save the form as STUDENT NAME REFERENCE YOUR LAST NAME and return this form via e-mail to** [**SOWKAdmissions@bemidjistate.edu**](mailto:SOWKAdmissions@bemidjistate.edu) . Please note, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), it is possible that an applicant may read your reference unless he or she waives that right.

How long have you known the applicant? \_ Nature of Relationship

Please rate the applicant relative to other students, employees, or people interested in social work that you have known:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Superior** | **Good** | **Average** | **Below Average** | **Unsatisfactory** | **Unknown** |
| Service to others |  |  |  |  |  |  |
| Academic potential |  |  |  |  |  |  |
| Intellectual ability |  |  |  |  |  |  |
| Maturity, Emotional stability |  |  |  |  |  |  |
| Verbal communication skills |  |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |  |
| Critical thinking ability |  |  |  |  |  |  |
| Leadership potential |  |  |  |  |  |  |
| Ability to work with others |  |  |  |  |  |  |
| Constructive use of feedback |  |  |  |  |  |  |
| Overall recommendation |  |  |  |  |  |  |

**Additional Comments (attach a letter to this form if needed):**

Signature: Date: Phone: ( )

Name (Print): Title: Email Address: Organization: