



Fall 2020 Recommendation Instructions for Reference

Your name has been given as a reference for an applicant seeking admission to the Master of Social Work Program at California State University, Northridge.

Individuals who enter a graduate social work program will have heavy academic, financial, and personal demands placed upon them; therefore, it is essential that they enter graduate school with a high degree of emotional and professional capacity.

Please provide a letter of recommendation on letterhead with the following information about the applicant you are recommending:

- How long have you known the applicant
- Your relationship to the applicant
- Your impression of the applicant's academic aptitude and emotional capacity to serve as a professional social worker with various populations

Recommendation Packet Checklist:

- Complete letter of recommendation on letterhead
- Place recommendation letter and recommendation form (page 2 form filled out by applicant) in an envelope together.
- Sign over the seal of the envelope and return to applicant (Please do not mail recommendation packets to the department).

All forms must be mailed by the applicant by **January 7, 2020** for the application to be considered complete.
Letters without reference's signatures will not be considered.

In fairness to all applicants, the Department will not review late documents.

Please feel free to contact us at app.support3@csun.edu, if you have any questions.



*NOTE TO APPLICANT: Please type all of the information on this page and then physically sign the page. **Handwritten forms or electronically-signed forms will not be accepted.***

Applicant Information		
First name:	Middle name:	Last name:
Address number and street:		
City:	State:	Zip:
Country:		
Phone number:		Email:
Reference Information		
First name:	Last name:	Title/Credentials:
Employer or Academic Institution:		
Address number and street:		
City:	State:	Zip:
Country:		
Phone number:		Email:

Under the 1974 Family Educational Rights and Privacy Act, I give permission to release confidential information for the purpose of application to the Master of Social Work Program. The applicant, if admitted and matriculated, will have access to the information provided on this form unless such access is waived.

By signing this form, the applicant waives their rights to view the reference letter.

Applicant's signature

Date