



Gartley Hall □ 2430 Campus Road □ Honolulu, Hawai'i 96822  
Telephone: (808) 956-7182

## MASTER OF SOCIAL WORK PROGRAM LETTER OF RECOMMENDATION

### TO BE COMPLETED BY THE APPLICANT

**MSW APPLICANT:** Please read and complete this section of the form. Deliver or mail this form to the person who will write your recommendation. Provide your recommender with an envelope addressed to you. Request your recommender to complete the form, enclose it in the envelope, seal it, *write their signature across the seal of the envelope*, and return it to you to submit (still sealed) with your MSW application.

Name of Applicant (print): \_\_\_\_\_  
Last First Middle

Applying for MSW Admission for Fall \_\_\_\_\_  
(Enter year)

*In accordance with the Family Educational Rights and Privacy Act, if accepted and enrolled in the School of Social Work, you have the right of access to any and all letters of recommendation. Waiver of this right is voluntary.*

*If you wish to make this a confidential recommendation by waiving your right to access to it, please sign below:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO THE RECOMMENDER

The person whose name appears above is seeking admission to the Master of Social Work (MSW) Program at the University of Hawai'i and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would appreciate your candid appraisal of the applicant's strengths and limitations with regard to the applicant's potential as a graduate student and professional social worker. Please assess the applicant by checking the appropriate rating box and giving a brief explanation supporting your rating. Feel free to attach an additional narrative or letter if you wish. Please note that an applicant who has not waived his/her right of access (as shown above) has the right to see your appraisal.

**In order to facilitate an applicant's opportunity for admission, this form must be returned to the applicant as soon as possible, sealed in an envelope, with your signature across the back seal of the envelope. Letters received without a completed reference form or improperly sealed and/or unsigned will be considered invalid for admissions purposes. We strongly suggest that you keep a copy of your recommendation for your records.**

*Thank you for your time and effort in completing this form!*

The DEADLINE for the applicant to submit a completed application packet, including your recommendation, is  
**February 1st**  
(or the next business day if the deadline falls on a weekend or a University of Hawai'i or U.S. Postal Service holiday).

**Recommendation for MSW Applicant:** \_\_\_\_\_  
(Print name of applicant.)

**RECOMMENDER INFORMATION**

Name of Recommender:

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/School/Organization: \_\_\_\_\_

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

\_\_\_\_\_ Email: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

Capacity in which you have known the applicant (Please check all appropriate boxes):

<input type="checkbox"/> Instructor	<input type="checkbox"/> Research Supervisor	<input type="checkbox"/> Academic Advisor	<input type="checkbox"/> Employment Supervisor	<input type="checkbox"/> Field Instructor	<input type="checkbox"/> Other: _____ (Explain relationship)
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**REMINDERS:**

1. An additional letter or narrative is welcomed, but you **must** also complete this rating form.
2. This form must be completed, *signed*, and returned to the applicant in a sealed envelope, **with your signature across the seal**.
3. The DEADLINE for the applicant to submit a completed application packet, including your recommendation is *February 1st* (or the next business day if the deadline falls on a weekend or a University of Hawai'i or U.S. Postal Service holiday).

Name of MSW applicant: \_\_\_\_\_

**MSW RECOMMENDATION FORM** *Please answer the following questions as thoughtfully as possible.  
(Feel free to attach a letter in addition to completing this form.)*

<b>ABILITY TO HANDLE SCHOLASTIC DEMANDS</b>	Poor	Below Average	Average	Above Average	Outstanding	Unable To Rate
Ability to listen attentively and with understanding						
Ability to think clearly and logically						
Ability to comprehend theoretical material						
Ability to apply theoretical material to real life situations						
Ability to convey ideas & concepts in written form						
Ability to communicate ideas & concepts clearly to others						

<b>MOTIVATION FOR SOCIAL WORK CAREER</b>	Poor	Below Average	Average	Above Average	Outstanding	Unable To Rate
Awareness of social problems						
Is developing professional career goals						
Has a sensitive, objective attitude towards people						
Ability to recognize the strengths of others						

<b>PERSONAL QUALITIES</b>	Poor	Below Average	Average	Above Average	Outstanding	Unable To Rate
Leadership ability						
Demonstrates initiative, motivation						
Ability to assume responsibility; carry out assignments and tasks						
Ability to exercise sound judgment						
Evidence of personal integrity						
Creativity (e.g., ingenuity, innovative, resourcefulness)						
Ability to be flexible and capable of change						
Level of maturity						
Ability to cope effectively with his/her own life stresses						
Ability to work with people who are under stress						
Ability to maintain relationships with others						
Ability to respect and work with differences in people (e.g., race, class, culture, ethnicity, sexual orientation/gender identity)						
Willingness to accept direction and/or supervision						
Ability to work well as a team member						

Name of MSW applicant: \_\_\_\_\_

What do you consider to be the applicant's major strengths/challenges as a candidate for professional education in social work?

In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker?

Please discuss any personal knowledge that you have of the applicant's experience in social service. Indicate the nature of the experience and your assessment of the applicant's performance.

**Recommendation of admittance for this applicant to the University of Hawai'i Master of Social Work (MSW) Program:** *(Please place an X in the appropriate box)*

- Strongly recommend
- Recommend
- Recommend *with reservations*
- Do not recommend

Please elaborate on reservations or reasons for strongly recommending the applicant or add any additional comments:

*Please return this recommendation to the applicant in a sealed envelope, with your signature across the seal.  
Mahalo!*