DEPARTMENTOFSOCIALWORK
10/13
PRIOR TO NEED FOR RECOMMENDATION
Contact the individual from whom you are requesting the recommendation and ask if they will provide you
with a positive reference. Be aware that faculty members who do not know you well may suggest using another
person as a reference. Explain the purpose of the recommendation and provide a resume or other written
information that will be helpful in making a recommendation on your behalf. If the individual agrees to provide a
recommendation, complete the appropriate sections below.
PLEASE PRINT

Student ID#

Phone Email

AUTHORIZATION TO RELEASE INFORMATION
The Family Education Rights and Privacy Act (FERPA) of 1974 gives you the right to retain or waive access to this

DEPARTMENTOFSOCIALWORK
10/13
Recommendation Letter #1
Name of Organization: _________________________________
Date recommendation/letter due: ________________________
Additional forms needed to accompany letter: ______ Yes _____ No
Instructions for returning the letter:
 _____ Return letter to student at: _____ Mail letter directly to:

____________________________________ _____________________________________

____________________________________ _____________________________________

____________________________________ _____________________________________

Recommendation Letter #2
Name of Organization: _________________________________
Date recommendation/letter due: ________________________
Additional forms needed to accompany letter: ______ Yes _____ No
Instructions for returning the letter:
 _____ Return letter to student at: _____ Mail letter directly to:

____________________________________ _____________________________________

____________________________________ _____________________________________

____________________________________ _____________________________________

Recommendation Letter #3
Name of Organization: _________________________________
Date recommendation/letter due: ________________________
Additional forms needed to accompany letter: ______ Yes _____ No
Instructions for returning the letter:
 _____ Return letter to student at: _____ Mail letter directly to:

____________________________________ _____________________________________

____________________________________ _____________________________________

____________________________________ _____________________________________

Recommendation Letter #4
Name of Organization: _________________________________
Date recommendation/letter due: ________________________
Additional forms needed to accompany letter: ______ Yes _____ No
Instructions for returning the letter:
 _____ Return letter to student at: _____ Mail letter directly to:

____________________________________ _____________________________________

____________________________________ _____________________________________

____________________________________ _____________________________________