This form is required and accepted only for transfer students who completed the approved introductory level social work class or equivalent class(es) at a school other than The University of Iowa. The form should be completed by the instructor of that course. Substitute references must be pre-approved by Kate Kemp, program administrator at kate-kemp@uiowa.edu. The deadline is Feb. 15.

APPLICANT must complete this section in full:

X Applicant's Name (Type/Print) ___________________________________________ UI ID#, if known, or leave blank: _____________

X Email addresses ___________________________________________________________________________ phone: __________________________

X Print your reference's name: _______________________________ ________________________________________ ____________________

You should provide a copy of this form to your instructor, with this section completed, including your signature.

For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work, alternatively, this form may be faxed, (address and fax # on the back). Your signature is required on this form.

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and will not be available for your inspection or released to any third party. (Note: Applicants not approved for admission have no access to their file). Please mark the appropriate statement below, indicating your choice of options, and sign your name. Your choice has no bearing on admission decisions.

☐ I waive my right to review this recommendation. ☐ I do not waive my right to review this recommendation.

X Applicant's Signature (REQUIRED): _____________________________________________________________________ Date: _______________

(Typed signature is ok) Applying to Center: ☐ Iowa City

REFERENCE WRITER complete this section, pages 1 and 2:

You have been asked to complete an evaluation of the above named individual who is applying for admission to The University of Iowa School of Social Work in order to earn a BA in Social Work degree. Your candid opinion will help us evaluate their application. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has matriculated. (Note: Applicants not approved for admission have no access to their file).

1. In what capacities have you known the applicant? ☐ Professor/SW class ☐ Academic Advisor ☐ Volunteer Supervisor ☐ Other _____________ How long have you known the applicant? No. of Yrs? No. of Months? .

2. Please rate the applicant's academic and professional behaviors:

|   | Capacity for accepting diversity | Classroom performance: attendance | Classroom performance: respectful contributions | Oral communications | Written communications | Openness to learning with capacity to change | Interpersonal skills: ability to work with classmates | Interpersonal skills: ability to work with faculty | Volunteer work: attendance | Evidence of growth/self-awareness in volunteer work | Completion of volunteer hours | Behaviors reflecting social work values and ethics | Maturity/Emotional Stability |
|---|---------------------------------|---------------------------------|----------------------------------------------|--------------------|----------------------|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------------------------|-----------------------------|-----------------------------|
| 1 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 2 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 3 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 4 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 5 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 6 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 7 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 8 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 9 |                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 10|                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 11|                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |
| 12|                                  |                                 |                                              |                    |                      |                                 |                                 |                                |                    |                                 |                             |                             |

This is a 2-page form. Please complete and sign page 2.
3. Does the Introduction to Social Work (or Human Services) course that this student took require a volunteer or service learning component?
   ☐ Yes  ☐ No

4. If on the previous ranking you rated the applicant particularly high or particularly low on any item, please comment.

5. Success as a social worker requires intelligence, maturity, sound judgment, compassion, self-awareness, adaptability, a sense of responsibility and resourcefulness. Please assess the applicant's academic and professional promise within this context. We would appreciate any additional comments as well as specific examples of the applicant's experiences as they reflect a desire and ability to enter the profession of social work. You may attach a separate letter, however, not required; your notes on this form will be considered adequate.

6. Please check one:
   _____ I recommend highly.
   _____ I recommend.
   _____ I recommend with reservations.
   _____ I do not recommend.

Reference Writer Signature __________________________________________________________________________ Date__________________
Name (print or type) ________________________ _____________________________________________________________________________
Title ____________________________ ________________Organization ___________________________________________________________
Address _______________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
Phone ___________________________________________email ________________________________________________________________

Thank you for submitting this reference as soon as possible. Please note the admissions deadline is Feb. 15. If the reference form does not arrive by the deadline, the applicant file will be incomplete and NOT reviewed.

SEND COMPLETED FORM TO:  ssw-admissions@uiowa.edu (email preferred)
                              319-335-1711
                               Tomeka Petersen, Admissions and Programs Coordinator
                               The University of Iowa School of Social Work
                               Room 308 North Hall
                               Iowa City IA  52242

                               If you have questions about this form, email: ssw-admissions@uiowa.edu or call: 319-335-1250.