



# Application for Admission to Master of Social Work Degree



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK



# Application for Admission to **MASTER OF SOCIAL WORK DEGREE PROGRAM**

**THANK YOU FOR YOUR INTEREST IN THE GREATER ROCHESTER COLLABORATIVE MASTER OF SOCIAL WORK PROGRAM.**

## **PROCEDURE FOR ADMISSION**

You are responsible for submitting a completed admissions packet including all requested components. The application process is self-managed by you the applicant. You are responsible for collecting all of the pertinent documents necessary for your application and sending a completed packet to the GRC MSW Coordinator of Admissions.

Applicants will receive a notice of the program's decision approximately 4-6 weeks after submission of application materials. Students who are accepted are required to return the Enrollment Form by the date indicated at the top of the form. Applicants who will be deferring their admission one year or who will not be attending the program should also communicate their decisions as soon as possible.

## **CRITERIA FOR ADMISSION: 60 CREDIT**

- Completion of a baccalaureate degree at an accredited institution with a grade point average (GPA) of 3.0. Those with a lower cumulative GPA may apply, but GPA factors heavily in admission decisions.
- An academic record, which reflects a strong liberal arts perspective, as evidenced in official transcripts. Please see application question 16 for specific prerequisites.
- Three recommendation forms and accompanying letters of reference which specify your ability to do graduate-level work and your commitment to social work. Professional or academic references are preferred. **Reference letters MUST be accompanied by the completed forms enclosed or will be returned to applicants. The Program DOES NOT accept credentialing files from placement offices.**
- Completion of questions 1-16 on the general application and submission of a personal/professional statement (question 17a). The personal statement is an essential part of your admissions file. The content and writing style will provide important information about you and your understanding of the social work profession. Consider it your opportunity to communicate with the Admissions Committee about your specific strengths, professional goals, and future plans.

## **CRITERIA FOR ADMISSION: ADVANCED STANDING**

Students who have graduated within the past eight years from a CSWE-accredited baccalaureate social work program are eligible to apply for admission to the MSW Advanced Standing Program.

Minimum admission requirements are:

- A cumulative grade point average of 3.0 overall, and a 3.0 in social work courses.
- Copies of the applicant's field practice evaluations.
- Three letters of recommendation, including one from a social work faculty member who can attest to the candidate's ability to do graduate-level work, and one from a social work practice supervisor who can attest to the candidate's ability to engage in advanced levels of practice.
- Completion of questions 1-16 on the General Application and submission of a personal statement and discussion of a social issue (question 17b).

## **INTERNATIONAL APPLICANTS**

International applicants **MUST** meet additional requirements and earlier deadlines. See website for details [www.brockport.edu/grcmsw/international](http://www.brockport.edu/grcmsw/international).

- Advanced Standing applicants: a determination letter from International Social Work Degree Recognition and Evaluation Services (ISWDRES) is required.
- 60 credit program: a World Education Service (WES) degree evaluation is required
- Those applicants whose native language is not English must submit official scores on a test of English fluency meeting minimum requirements per GRC MSW website details.

## **TRANSFER STUDENTS**

Students transferring from another MSW program must provide an additional letter, separate from the recommendation letters, from their previous program indicating good standing. Up to 12 credits can be transferred from another CSWE-accredited MSW program.

# Application for Admission Master of Social Work Degree

**Advanced Standing Program (full and part-time options, deadline January 15)**  
**60-credit Program (full and part-time options, deadline March 15)**  
**International Application deadlines are earlier**

*(Please print legibly in blue or black ink only)*

**1. Name** \_\_\_\_\_  
LAST FIRST MIDDLE AND/OR MAIDEN

**2. Address** \_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY STATE ZIP CODE

**3. Telephone** \_\_\_\_\_  
HOME PHONE WORK PHONE FAX E-MAIL

**4. Birth Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

**5. Gender**  Female  Male

**6. Racial or Ethnic Background**  
*(optional, for reporting purposes only)*  
What is your ethnicity?  
 Hispanic or Latino  
 Not Hispanic or Latino  
What is your race? Mark one or more races to indicate what you consider yourself to be:  
 White  
 Black or African American  
 Asian  
 American Indian or Alaskan Native  
 Native Hawaiian or Other Pacific Islander

**7. Citizenship**  U.S.  
 Permanent Resident *(Green Card holders please attach a copy of both sides of the card)*  
 International  
Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**8. Social Security Number** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
SOCIAL SECURITY NUMBER

**9. Application Type**  
60-Credit Program  
 Full time  Part time  
Advanced Standing Program  
 Full time  Part time

**10. Intended Concentration**  
 Family and Community Practice  
 Interdisciplinary Health Care Practice

**11. Convictions** Have you ever been convicted of a felony?  
 No  Yes *(if yes, please attach a typed explanation including dates and circumstances)*

**12. Dismissals** Have you ever been dismissed from a college or university for disciplinary reasons?  
 No  Yes *(if yes, please attach a typed explanation including dates and circumstances)*

**13. EOP Program** If you attended The College at Brockport as an undergraduate student, were you in the EOP Program?  
 No  
 Yes

**14. Institutions Attended** List all institutions of higher education attended, including Nazareth College and/or The College at Brockport, regardless of length of attendance, for undergraduate and graduate study.

COLLEGES/UNIVERSITY	MAJOR	DEGREE	DATE CONFERRED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**15. Work Experience** Beginning with your most recent position, give a complete record in reverse chronological order, leaving no gaps. If you have been a member of the armed services, include that information. Please highlight those job responsibilities you believe to be most relevant to your preparation for social work. Information must be provided in this format, using additional pages if necessary. You may also include a resume to further clarify your experience.

AGENCY	POSITION	RESPONSIBILITIES	DATES OF SERVICE	CHECK CORRECT BOX		AVG. # OF HOURS WORKED A WEEK
				PAID	VOLUNTEER	
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**16. Liberal Arts Prerequisites** The program requires an academic record that reflects a strong liberal arts perspective. Applicants must have a minimum of 60 credits in the Liberal Arts. Please note certain courses are **required**. You may petition to have alternate course work considered as equivalent. Only prerequisite liberal arts course work with a grade of "C" or higher will be considered. You must provide all requested information which will be verified in your transcripts. (**Do not state "see transcript".**)

**a. Human Biology** One (3-credit) course in **human biology** (e.g. anatomy and physiology) or course work covering content in human biology, including major systems such as reproductive, circulatory, skeletal, muscular, digestive, etc. (Applicants should include course syllabi and/or course descriptions to petition for equivalency.)

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____

**b. Statistics** One (3-credit) course in **statistics**.

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____

**c. Psychology** One (3-credit) introductory course in **psychology** (preferred) or equivalent psychology course covering theoretical foundations and concepts.

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____

**d. Sociology** One (3-credit ) introductory course in **sociology** ( preferred) or equivalent sociology course covering theoretical foundations and concepts.

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____

**e. Humanities** One (3-credit ) introductory course in the **humanities** including: philosophy, religion, English or foreign literature, history (in any subject area), fine arts (non-skills course), and interdisciplinary humanities courses.

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____

**f. Additional Liberal Arts** Additional three (3-credit ) courses distributed in at least 2 of the 3 categories of social sciences, humanities, or physical or mathematical sciences. A) **Social sciences** includes anthropology, economics, political science, geography, women’s studies, ethnographic studies, archeology, or interdisciplinary social science, but not an additional sociology or psychology course. B) **Humanities** include courses as above. C) **Physical or mathematical sciences** includes biology (not the same course work submitted for the human biology prerequisite), physics, geology, earth science, chemistry, mathematics (algebra or higher, but not the same course work submitted for statistics), or computer science (not word processing or graphic design).

INSTITUTION	COURSE NUMBER	COURSE TITLE	TERM AND YEAR	CREDITS AND GRADE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**17a. 60 Credit Program: Social Issue and Personal Statement**

Please submit a discussion of a current social issue reflecting your interest in social work ( Part I) and a personal statement ( Part II) using the guidelines below. The total of both parts should be 4-5 pages. Please adhere to this page range. Refer to the program website at <http://www.brockport.edu/grcsw/> for information on the program that will assist in writing both parts.

**Part I: Social Issue**

Include the following

- A succinct description of a social issue that interests you as you contemplate graduate studies in social work.
- The impact of this social issue on various social systems: individuals, families, and communities.
- Values and ethics that might guide social work interventions in this issue.
- Why this social issue is important to you as a future social worker.
- A discussion of your personal qualifications as they relate to the profession of social work, including concern for the needs of others, sensitivity and relationship skills, respect for diversity, good judgment, creativity, and integrity.
- An analysis of your capacity to engage in professional self-awareness including the personal challenges this social issue presents for you in becoming a professional social worker.

**Part II: Personal Statement**

Please provide a personal statement in which you:

- Clearly discuss your understanding of the profession of social work
- Clearly put forth your personal and professional goals in undertaking the MSW degree and a clear rationale for pursuing an MSW.
- Articulate your personal and professional readiness to undertake graduate social work education at this time, including your academic preparation, your relevant work history, your level of self-awareness and maturity, etc.
- Clearly articulate why the Greater Rochester MSW Program is the most appropriate program for you and how it will help you achieve your professional goals.

Please note that your social issue discussion and personal statement are evaluated based on the quality of discussion of each of the above points.

**17b. Advanced Standing Program: Social Issue and Personal Statement**

Please submit a social issue discussion (Part I) and personal statement (Part II) using the guidelines below. The total of both parts should be 4-5 pages. Please adhere to this page range. Refer to the program website at <http://www.brockport.edu/grcmsw/> for information on the program that will assist in writing both parts.

**Part I: Social Issue**

In applying for Advanced Standing please submit a discussion of a current social issue reflecting your mastery of skills in generalist social work and your readiness to undertake a curriculum in advanced social work practice.

Include the following

- A succinct description of the social issue as it affects multiple systems levels: individuals, families, groups, organizations, communities.

Then choose ONE system level and discuss:

- A theoretical perspective that helps to understand the social issue.
- Values and ethics that might guide social work interventions in this issue (refer to the NASW Code of Ethics).
- Practice skills or models that are important in addressing the needs of client systems faced with this issue.
- The usefulness of research to guide/improve interventions. Describe the process you utilize to inform practice decisions drawing from research literature and other forms of evidence-based practices. Include examples of how you utilize research in your daily work and apply it to different kinds of client situations. Citations are not necessary. Do NOT include any specific information from an actual case or situation you have confronted.
- Policy implications
- Implications for social and economic justice.

**Part II: Personal Statement**

- Clearly put forth your personal and professional goals in undertaking the MSW degree and a clear rationale for pursuing an MSW.
- Articulate your personal and professional readiness to undertake graduate social work education at this time, including your academic preparation, your relevant work history, your level of self-awareness and maturity, and any other relevant information.
- Clearly articulate why the Greater Rochester MSW Program is the most appropriate program for you and how it will help you achieve your professional goals.

Please note that your social issue discussion and personal statement are evaluated based on the quality of discussion of each of the above points.

**18. Application Checklist**

*Please check each item you have included in your application packet and sign indicating you have included all materials.*

**ALL APPLICATIONS**

- \$50.00 non-refundable application fee. Checks should be made payable to Nazareth College.** We can only accept checks made payable to Nazareth College and will return those with any other payee. This will result in a delay in processing your application.
  - Completed and signed application.
  - Social work relevant work experience.
  - Personal Statement and Discussion of Social Issue.
  - An academic record which reflects a strong liberal arts perspective, as evidenced in official transcripts. The following are required: one (3 credit) **Statistics** course; one (3 credit) **Introductory Psychology** course; one (3 credit) **Introductory Sociology** course; one (3 credit) **Human Biology** (or anatomy & physiology) course ( NO lab required); one (3 credit) **Humanities** course; three additional (3 credit) courses distributed among the **social/behavioral sciences, mathematical and physical sciences, and humanities.**
  - One *official* transcript from *each* college or university you have attended. You must request of each institution that the transcript be sent directly to *you*. Upon receipt of all transcripts, submit the envelopes unopened with all other application materials.
- NOTE:** for students currently enrolled in a baccalaureate degree: an official transcript with all completed course work to date is required at time of application. For both current baccalaureate students and students enrolled in prerequisite courses, a final transcript will be required upon degree or course completion.
- Three letters of recommendation, returned to you in sealed and signed envelopes. A recommendation will only be accepted in a sealed envelope with the signature of the writer across the seal of the envelope. Letter of Recommendation Forms that explain the process to the evaluator are enclosed for you to send to your references.
  - Copy of field placement evaluation (for Advanced Standing applicants).
  - Standardized tests are **NOT** required; however, scores may be submitted to strengthen an application. The absence of test scores will in no way affect a candidate's application.

**ADDITIONAL MATERIALS NEEDED:**

**INTERNATIONAL APPLICATIONS**

Refer to website at [www.brockport.edu/grcsw/international](http://www.brockport.edu/grcsw/international) for details for additional requirements:

- Official scores from the Educational Testing Service for TOEFL, TOEFL iBT, or IELTS.
- A determination letter from the International Social Work Degree Recognition and Evaluation Service (ISWDRES) of CSWE, **if applying for Advanced Standing.**
- Verification of baccalaureate degree equivalency from World Education Services (WES), **if applying for the 60 credit program.**
- Declaration of Finances form (available on Graduate Studies website [www.naz.edu/gradstudies](http://www.naz.edu/gradstudies)).
- Supporting bank affidavit.

**TRANSFER APPLICATIONS**

- Letter indicating good standing in previous MSW Program.

To the best of my knowledge, the information provided in this application is true. I understand that misrepresentation of facts on this application will be cause for refusal of admission, cancellation of admission, or suspension from the institutions. By signing this application, I agree to abide by the policies and regulations of the institutions.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

# Applying to the GRC MSW Program Q&A

## What is the application deadline?

- The deadline for the Advanced Standing Program, full and part-time, is January 15.
- The deadline for the 60-credit Program, full and part-time, is March 15.
- The deadlines for international applications are one month earlier than each of the above.
- Applications must be postmarked by the dates above or you may drop off your application in person.

## Can I hand in my application after the deadline?

We will review your application if there is space available.

## How will I know if my application was received?

You will receive a letter notifying you if your application is complete or if there are items missing. The additional items must be sent by mail or dropped off in person. We do not accept faxed copies of transcripts or letters of recommendation.

## What if I have everything except a letter of recommendation and the deadline is near?

If the only thing you are missing is a letter of recommendation, and you believe you will not receive it by the deadline, send in your application with a note explaining that the item is not included, but that you are waiting for it. Your application will be logged in as being submitted on time. It is up to you to get the item to us as quickly as possible. If too much time elapses, it may be advisable to ask someone else for a letter of recommendation.

## How much will my GPA affect my application?

Your GPA counts for 40% of your quantitative score. However, your personal statement and references do play an important part in your application. A higher GPA is not a guarantee of acceptance and a lower GPA is not a guarantee of denial. If your GPA is below a 3.0, you should pay close attention to the quality of your personal statement and make sure your reference writers are willing to give you a good reference.

## Do you require the GRE or other entrance exam?

We do not require the Graduate Record Exam (GRE) or any other type of entrance exam. If you have taken the GRE and wish to include this information in your application packet, you are welcome to do so, though it will have no quantitative effect on your application.

## Do you require interviews?

An interview is not a regular part of the application process. However, on occasion, the review committee may want clarification on some aspects of your application and would request an interview.

## Are there prerequisites to the GRC MSW Program?

Yes, we do require a strong liberal arts background. The following are required: one (3 credit) **Statistics** course; one (3 credit) **Introductory Psychology** course; one (3 credit) **Introductory Sociology** course; one (3 credit) **Human Biology** (or anatomy & physiology) course (NO lab required); one (3 credit) **Humanities** course; three additional (3 credit) courses distributed among the **social/behavioral sciences, mathematical and physical sciences, and humanities**.

## Can I apply if I am missing prerequisites?

Yes, you can certainly apply if you are missing prerequisites. If you are currently taking a course or plan to take a course to fulfill a requirement, please indicate that in the space provided on the application.

## Where do I send my application or call or email if I have questions? Where can I find information online?

GRC MSW Program  
55 St. Paul Street  
Rochester, NY 14604  
585-395-8450  
grcmsw@brockport.edu  
www.brockport.edu/grcmsw/

## Is there an application fee?

There is a \$50 nonrefundable application fee.

## What happens if I am not accepted?

Applicants who are not accepted into the program may reapply the following year. All applicants' files are kept for one year regardless of status. Applicants may update their applications with current resumes, transcripts of courses taken, or other relevant items when re-applying.

**Please note:** Completion of a BSW degree does not guarantee advanced standing status. Advance standing applicants must demonstrate mastery of generalist social work knowledge, values, and skills and ability to undertake an advanced curriculum.

# Recommendation Letter and Form Instructions

## #1

### Section 1: APPLICANT

Please complete the information below. ***Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.*** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student.

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

- I waive my right of access to this letter of evaluation.
- I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

### Section 2: RECOMMENDER

The applicant named above has selected you to provide a recommendation. Your candid assessment of the applicant will greatly assist the Admissions Committee. Graduate education is a demanding pursuit and the MSW Program is interested in admitting students who are ready for this challenge and are likely to succeed. Your reference is factored heavily into the admissions decision. The more complete and detailed you can be in your assessment, the greater value your reference will hold for the applicant. **Please complete sections 3, 4 and 5.**

Our application process is self-managed which requires applicants to submit a completed application package. Therefore, after completing this recommendation form, **please return it to the applicant in an envelope on which you have signed across the seal.** The applicant will then forward it unopened to the Coordinator of Admissions with his or her completed application packet. If you mail the reference to the program, it will be returned to you and will delay the applicant in returning a completed package. Applications cannot be reviewed without reference material. Please return your signed and sealed reference material to the applicant within two weeks of receipt to ensure prompt processing of the applicant's credentials.

The Greater Rochester Collaborative MSW Program thanks you for taking the time to complete this reference form.

### Section 3: PLEASE RANK THE APPLICANT BY CHECKING THE MOST APPROPRIATE BOX FOR THE CATEGORIES BELOW.

	INADEQUATE BASIS FOR JUDGMENT	BELOW AVERAGE (75% OR BELOW)	AVERAGE (TOP 25%)	ABOVE AVERAGE (TOP 10%)	SUPERIOR (TOP 3%)
Ability to conduct independent research, scholarly work, or other projects					
Ability to respect and work with difference (e.g. class, race, culture, gender)					
Ability to initiate and follow through					
Ability to work with supervision and utilize feedback					
Creative Problem-solving					
Judgment					
Self-confidence					
Time Management					
Oral Communication Skills					
Written Communication Skills					
Interpersonal Skills					
Leadership Skills					
Critical Thinking					

**NOTE:** If you rated a candidate below average or superior in any category, please comment in Section 4 of this reference.

**Section 4 : Narrative Letter of Reference (your letter is ideally submitted on agency letterhead)**

In a narrative letter of reference please comment on the following areas:

- The candidate’s strengths and personal qualities; support your comments with specific examples.
- In what capacity and how long have you known the applicant.
- The applicant’s commitment to the profession of social work and the capacity to engage in professional self-awareness, utilize supervision, and successfully complete a graduate program.
- The applicant’s personal qualifications considered essential for sound social work practice, including concern for the needs of others, sensitivity and relationship skills, good judgment, creativity, critical thinking, and integrity.
- The applicant’s skills in oral and written communication.

**Section 5: Overall Recommendation and Signature**

- I highly recommend the applicant for admission
- I recommend the applicant with reservation
- I recommend the applicant for admission
- I do not recommend the applicant for admission

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL

# Recommendation Letter and Form Instructions

## #2

### Section 1: APPLICANT

Please complete the information below. **Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student.

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

- I waive my right of access to this letter of evaluation.
- I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

### Section 2: RECOMMENDER

The applicant named above has selected you to provide a recommendation. Your candid assessment of the applicant will greatly assist the Admissions Committee. Graduate education is a demanding pursuit and the MSW Program is interested in admitting students who are ready for this challenge and are likely to succeed. Your reference is factored heavily into the admissions decision. The more complete and detailed you can be in your assessment, the greater value your reference will hold for the applicant. **Please complete sections 3, 4 and 5.**

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The Greater Rochester Collaborative MSW Program thanks you for taking the time to complete this reference form.

### Section 3: PLEASE RANK THE APPLICANT BY CHECKING THE MOST APPROPRIATE BOX FOR THE CATEGORIES BELOW.

	INADEQUATE BASIS FOR JUDGMENT	BELOW AVERAGE (75% OR BELOW)	AVERAGE (TOP 25%)	ABOVE AVERAGE (TOP 10%)	SUPERIOR (TOP 3%)
Ability to conduct independent research, scholarly work, or other projects					
Ability to respect and work with difference (e.g. class, race, culture, gender)					
Ability to initiate and follow through					
Ability to work with supervision and utilize feedback					
Creative Problem-solving					
Judgment					
Self-confidence					
Time Management					
Oral Communication Skills					
Written Communication Skills					
Interpersonal Skills					
Leadership Skills					
Critical Thinking					

**NOTE:** If you rated a candidate below average or superior in any category, please comment in Section 4 of this reference.

**Section 4 : Narrative Letter of Reference (your letter is ideally submitted on agency letterhead)**

In a narrative letter of reference please comment on the following areas:

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- In what capacity and how long have you known the applicant.
- The applicant’s commitment to the profession of social work and the capacity to engage in professional self-awareness, utilize supervision, and successfully complete a graduate program.
- The applicant’s personal qualifications considered essential for sound social work practice, including concern for the needs of others, sensitivity and relationship skills, good judgment, creativity, critical thinking, and integrity.
- The applicant’s skills in oral and written communication.

**Section 5: Overall Recommendation and Signature**

- I highly recommend the applicant for admission
- I recommend the applicant with reservation
- I recommend the applicant for admission
- I do not recommend the applicant for admission

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL

# Recommendation Letter and Form Instructions

## #3

### Section 1: APPLICANT

Please complete the information below. **Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student.

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

- I waive my right of access to this letter of evaluation.
- I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

### Section 2: RECOMMENDER

The applicant named above has selected you to provide a recommendation. Your candid assessment of the applicant will greatly assist the Admissions Committee. Graduate education is a demanding pursuit and the MSW Program is interested in admitting students who are ready for this challenge and are likely to succeed. Your reference is factored heavily into the admissions decision. The more complete and detailed you can be in your assessment, the greater value your reference will hold for the applicant. **Please complete sections 3, 4 and 5.**

Our application process is self-managed which requires applicants to submit a completed application package. Therefore, after completing this recommendation form, **please return it to the applicant in an envelope on which you have signed across the seal.** The applicant will then forward it unopened to the Coordinator of Admissions with his or her completed application packet. If you mail the reference to the program, it will be returned to you and will delay the applicant in returning a completed package. Applications cannot be reviewed without reference material. Please return your signed and sealed reference material to the applicant within two weeks of receipt to ensure prompt processing of the applicant's credentials.

The Greater Rochester Collaborative MSW Program thanks you for taking the time to complete this reference form.

### Section 3: PLEASE RANK THE APPLICANT BY CHECKING THE MOST APPROPRIATE BOX FOR THE CATEGORIES BELOW.

	INADEQUATE BASIS FOR JUDGMENT	BELOW AVERAGE (75% OR BELOW)	AVERAGE (TOP 25%)	ABOVE AVERAGE (TOP 10%)	SUPERIOR (TOP 3%)
Ability to conduct independent research, scholarly work, or other projects					
Ability to respect and work with difference (e.g. class, race, culture, gender)					
Ability to initiate and follow through					
Ability to work with supervision and utilize feedback					
Creative Problem-solving					
Judgment					
Self-confidence					
Time Management					
Oral Communication Skills					
Written Communication Skills					
Interpersonal Skills					
Leadership Skills					
Critical Thinking					

**NOTE:** If you rated a candidate below average or superior in any category, please comment in Section 4 of this reference.

**Section 4 : Narrative Letter of Reference (your letter is ideally submitted on agency letterhead)**

In a narrative letter of reference please comment on the following areas:

- The candidate's strengths and personal qualities; support your comments with specific examples.
- In what capacity and how long have you known the applicant.
- The applicant's commitment to the profession of social work and the capacity to engage in professional self-awareness, utilize supervision, and successfully complete a graduate program.
- The applicant's personal qualifications considered essential for sound social work practice, including concern for the needs of others, sensitivity and relationship skills, good judgment, creativity, critical thinking, and integrity.
- The applicant's skills in oral and written communication.

**Section 5: Overall Recommendation and Signature**

- I highly recommend the applicant for admission
- I recommend the applicant with reservation
- I recommend the applicant for admission
- I do not recommend the applicant for admission

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

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ORGANIZATION

\_\_\_\_\_  
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\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL





**GREATER ROCHESTER COLLABORATIVE MASTER OF  
SOCIAL WORK PROGRAM OF NAZARETH COLLEGE  
AND THE COLLEGE AT BROCKPORT**



*“Never doubt that a small group of thoughtful citizens can change the world. Indeed, it’s the only thing that ever has.”*

— Margaret Mead

**Please direct all questions and submit full application to:**

GRC MSW PROGRAM  
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Rochester, NY 14604  
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[grcmsw@brockport.edu](mailto:grcmsw@brockport.edu)  
[www.brockport.edu/grcmsw](http://www.brockport.edu/grcmsw)