

**Texas A&M University-Commerce  
Department of Social Work  
P. O. Box 3011  
Commerce, Texas 75429-3011**

**CONFIDENTIAL LETTER OF REFERENCE**

for

SSN or ID#: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Social Security Number or TAMU-C ID

**To the Reference:** The above named person is applying for admission to the Bachelor of Social Work Program at A&M-Commerce. Your assessment of the candidate will assist the BSW Admissions Team in determining his/her qualifications for the program. Please complete this form, and return it to the address listed above. We look forward to your comments on this candidate, and thank you for your cooperation.

**Note on Confidentiality:** Applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records. However, after admission to the program, students may have access to their records.

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

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

\_\_\_\_\_  
Date

**Information from person providing the reference (Please PRINT):**

Name of Reference \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_  
Business address \_\_\_\_\_  
Contact phone number (including area code) \_\_\_\_\_  
Relationship to the applicant \_\_\_\_\_  
Length of time you have known the applicant \_\_\_\_\_

Please answer the following questions and provide any other information you feel will help us assess this applicant's potential for pursuing a successful career in social work.

1. Please rate the applicant relative to other potential students, on each of the following items using the scale provided.

Scale: 1 = Outstanding	___ Academic performance
2 = Superior	___ Maturity and stability
3 = Above average	___ Communication skills: Oral
4 = Average	___ Communication skills: Written
5 = Below average	___ Sensitivity to cultural diversity
X = Inadequate knowledge to rate	___ Motivation for proposed program

Please complete the second page (on back)

2. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, sound judgment, and a concern for the well being of others are important for successful work in the field of social work. Please provide specific examples that illustrates the candidate's possession of these qualities.

3. What is the applicant's academic and professional promise within this context?

4. Additional information we should consider supporting this applicant's qualifications:

Signature of Reference \_\_\_\_\_

Date: \_\_\_\_\_