

**TO THE APPLICANT:** This form should be given to an individual who is able to comment on your qualifications for graduate study. Three reference letters are required; in order to facilitate completing your application, we encourage you to request letters of reference be sent electronically using the application portal: [applyssw.smith.edu/apply](http://applyssw.smith.edu/apply). (Otherwise, please copy this form as needed and give to your Reference Writer.)

**Applicant's Name:** \_\_\_\_\_

**I waive the right to review my letter of recommendation:** ☐ Yes ☐ No

**TO THE REFERENCE WRITER:** The applicant named above has applied for admission to the Smith College School for Social Work MSW program and has named you as a reference. We reserve the right to contact or follow-up with you as needed. **Please be sure to include this form with your letter of recommendation.**

**Important:** Applications cannot be reviewed without references; **please reply within 2 weeks of receipt of this form and not later than the deadline listed below.**

*As applications are reviewed as soon as all supporting materials have been received, we urge reference writers to complete their letters as soon as possible after having been contacted by the applicant. Please note that the FINAL deadlines for all application materials are November 15 for Five College Circle of Scholars applicants, January 5 for Non-Binding Early Decision and February 21 for Regular Decision.*

**Your Name:** \_\_\_\_\_

**Your Email Address:** \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_

**In what capacity:** \_\_\_\_\_

**IMPORTANT:** Your letter may be viewed by the applicant and/or internship sites, if the applicant is accepted and elects to attend.

The NASW Code of Ethics (2021) states that service, social justice, dignity and worth of the person, the importance of human relationships, integrity and competence are the core values of the social work profession. Unlike many schools, our program includes a unique, rigorous academic calendar and clinical assignments requiring that, in a period of two and a quarter years, students may move up to five times and accommodate themselves to three different educational and practice settings. As social work makes heavy demands on its personnel, we would like you to comment on the applicant's:

- |                                                                             |                                           |
|-----------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> sensitivity to others                              | <input type="checkbox"/> judgment         |
| <input type="checkbox"/> aptitude for understanding and helping individuals | <input type="checkbox"/> integrity/ethics |
| <input type="checkbox"/> adaptability                                       |                                           |

We would also appreciate your general comments about the applicant and welcome specific examples of the applicant's experiences as they reflect an ability to enter the profession of social work.

Sincerely,  
Valerie Nguyễn Hooper, M.Ed., Director of Admission & Financial Aid

**To send this form and your letter of reference:**

If you prefer to send your letter of reference electronically, please email the applicant [sswapp@smith.edu](mailto:sswapp@smith.edu) requesting a secure link. (Please specify your full name and the name of the applicant in your request.)

**Regular postal mail:** Smith College School for Social Work, Office of Admission, Lilly Hall, Northampton, MA 01063.

**Fax:** Letters of reference written on letterhead and signed may be faxed to (413) 585-7994.

*The School complies with Section 504 of the Rehabilitation Act of 1973 and with the American Disability Act of 1991 banning the discrimination on the basis of disability. Under this regulation, the School may not make pre-admission inquiry as to whether an applicant for admission is disabled. Individuals who write letters of reference should not refer directly or indirectly to an applicant's disability. Information regarding disabilities, voluntarily given or inadvertently received, will not affect any admission decision.*

*In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the School that students who are admitted have access to their files which will contain your reference material.*