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# SMITH COLLEGE SCHOOL FOR SOCIAL WORK

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REFERENCE LETTER FORM

For Ph.D. Applicants

NORTHAMPTON, MASSACHUSETTS 01063

**To the Applicant:**

This form, for Ph.D. Applicants, should be given to an individual who is able to comment on your qualifications for graduate study as a student in the Doctoral Program. A minimum of 5 reference letters is required; please copy this form as needed.

Reference letters should be sent directly to the School for Social Work Office of Admission.

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Applicant's name \_\_\_\_\_

Date \_\_\_\_\_

**To the Reference Writer:**

The above-named person has applied for admission to the Doctoral Program of the Smith College School for Social Work and has named you as a reference. We are interested in information that will help us arrive at a sound educational decision regarding this applicant and to plan a program if the applicant becomes a student.

The program is specialized; it is centered on the study of clinical practice with the aim of producing practitioner/scholars. Experience has shown that students best able to benefit from this program bring not only such general qualities as emotional maturity and intellectual ability, but also bring advanced competence and interest in the conduct and analysis of clinical social work and research.

If you wish to recommend the admission of the applicant, it would help us to learn your frank appraisal of particular strengths and abilities, as well as particular limitations most likely to affect doctoral study in a clinically focused program.

The School complies with Section 504 of the Rehabilitation Act of 1973 and with the American Disability Act of 1991 banning 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 adversely 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.

Since applications cannot be reviewed without reference material, a reply within two weeks of receipt of this letter will ensure prompt consideration of this applicant's credentials. Please send reference material to: *Smith College School for Social Work, Office of Admission, Lilly Hall, Northampton, MA 01063.*

Sincerely,



Irene Rodriguez Martin  
Director of Graduate Enrollment