University of Pittsburgh School of Social Work (SSW)  
Recommendation Form

Full name of applicant—Last name, first name, middle initial (Please print)

Under title IV of Public Law 90-247, students have the right to inspect letters of recommendation unless they have executed a waiver permitting the maintenance of confidentiality. I,___________________________, being fully informed of my right to inspect letters of recommendation under the “Buckley Amendment,” do hereby waive the right for the purpose of allowing the University of Pittsburgh to maintain this recommendation as a confidential communication.

Applicant’s Signature          Date

Recommender’s Name (please print)

LETTER OF REFERENCE

The above applicant to the Social Work program of the School of Social Work has submitted your name as a reference. Please indicate your wishes relative to the School’s sharing your comments with the applicant. Also, be advised that information contained in this letter will be used in precise accord with your wishes.

Please return these forms to:  
Office of Admissions and Financial Aid, 4227 Fifth Avenue, Alumni Hall, Pittsburgh, PA 15260-6601
Individuals who are selected must be able to fulfill the intellectual requirements of undergraduate school and must possess personal qualifications considered essential to the professional practice of social work. Therefore, we are very much interested in whether or not the applicant has the qualities outlined below. Each item is ranked on a scale of 1 to 5, with 1 as very low. Please check only one answer for each item.

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1. Applicant's capacity for change and openness to learning.
2. Applicant's work or study habits demonstrating discipline, responsibility and productivity.
3. Applicant's intellectual capacity to understand abstract concepts and deal with them effectively.
4. Applicant's ability to be resourceful, creative, and original.
5. Applicant's ability to work independently.
6. Applicant's ability to express herself/himself clearly.
7. Applicant's potential for leadership.
8. Applicant's sensitivity to current social problems and issues.
10. Applicant's capacity to use supervision effectively.
11. Applicant's ability to relate well to others.
12. Applicant's ability to be sensitive to the needs of others.
13. Applicant's emotional stability and maturity.
14. Applicant's integrity as a person.

We urge you to add further comments relative to your additional knowledge of the applicant or elaborate further on your above ratings. Please feel free to do so on the reverse side of this reference or by attaching a separate sheet of paper.

Thank you very much for your cooperation. We would appreciate submission of this form at your earliest convenience so that we can begin to process the application.

Name ________________________  Position or Title ________________________
Address ________________________  Date ____________

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