

# REQUEST FOR REFERENCE

MASTER OF SOCIAL WORK | UNIVERSITY OF WASHINGTON TACOMA

**Three (3) references must be submitted as a part of the application to the MSW program. Once the applicant has identified the reference and entered their name and email address, the referee will receive a unique URL linked to your application to submit the reference online.**

- References should be used to support your social service background and/or academic preparedness. Family members, intimate partners and personal friends are not appropriate references.
- If you have graduated within the last two years from an undergraduate program, one of the three references is **required** to be an academic reference.
  - \***Advanced Standing MSW** applicants are **required** to have a recommendation from your field instructor or social service employer.
- If you have been out of school for more than two years, the three references may include academic and/or professional experiences.
- If you are currently employed or volunteering in a social service agency, it is important to include a reference from your direct supervisor.
- To give your references sufficient time to submit the reference BEFORE the application deadline, please submit their name and contact information as soon as possible. You may start the UW Graduate School application early so that you can submit the names.
- Read the statement regarding Public Law 93-380 when you submit the reference names. It is important for the person writing the reference and for the Admissions Committee to know what decision you have made regarding this right of review.
- Please inform your references to watch their email for the reference request. Please direct your references to submit their complete reference via the online portal. No supplemental reference materials should be mailed to the UW Tacoma MSW Program or UW Graduate School.
- When a recommendation is complete, you will receive an email notification directly from the UW Graduate School. In your application, the response status for the reference will then read 'received'. Other statuses include 'activated' and 'withdrawn'.
- It is the responsibility of the applicant to verify that all references have been received by the application deadline. Your application is considered incomplete if you do not have a total of 3 complete references.
  - \*Submitting your application before the references are complete is acceptable, but the references must be complete by the application deadline to ensure review of your application.

***To submit: The name and email address for each of your references must be submitted online via the UW Graduate School application.***