



UNIVERSITY OF
NEW ENGLAND

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Off-site Admissions, 2145 MetroCenter Blvd., Suite 400, Orlando, FL 32835

Tel: 877-863-6791 Fax: 866-544-0677

**APPLICANT REFERENCE FORM
SCHOOL OF SOCIAL WORK**

This form **MUST** be completed and returned along with the letter directly to the above address.

Name of Applicant: _____
(please type or print)

Under the Federal Law entitled Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. (1) You may choose to waive this right of access to letters of evaluation by signing the following waiver; or (2) you may expressly decline to do so.

1. I expressly waive any right I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

Date Applicant's Signature

2. I do not agree to the waiver above.

Date Applicant's Signature

Type of reference: A. Professional _____ B. Academic _____ C. Other _____

To those asked to submit references:

As you think about the applicant's experiences and qualities relevant to graduate study in social work, we would appreciate your response to the following questions:

How long and in what capacity have you known the applicant?

Please evaluate the academic performance of the applicant and your impressions of her/his ability to do graduate academic work.

How would you describe the applicant's self-presentation and interpersonal and communication skills?

What are your observations regarding the applicant's character, including honesty, integrity, ethics, values, and ideals?

What are your observations regarding the applicant's ability to handle stressful situations?

Name of Evaluator _____ Position _____

Signature _____ Date _____

Address _____

Since the applicant expects your response to be considered as part of his or her application, we will defer action on the application until hearing from you. To enable the applicant to have his or her application considered in timely fashion, please return to us as soon as possible.

Thank you for your generous assistance.

The University of New England complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1991 banning discrimination on the basis of disability. Under these regulations, the University may not inquire prior to admission as to whether an applicant is disabled. Those 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 admission decisions.

In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the University that students who are admitted have access to their files, which contain all reference materials.