References or recommendations must be provided by the following:

- Employment: your immediate paid employment supervisor
- Field Placement/Volunteer: a field placement/internship/volunteer supervisor
- Academic: a former/present classroom instructor

If your references do not equal one from each of the above 3 categories, you will be allowed to have a substitute reference for any category. You will need to explain the reason that you are not submitting a reference from a particular category and who you are submitting instead of a person from that category. This may result in more than one reference from a category.

Other guidelines:

- Make sure the reference names you submit have agreed in advance to serving as a reference and know to expect an e-mail from us
- If you have recently been employed in a social work position, you must include a reference from your immediate supervisor.
- Do not include friends, relatives, or your own social worker, counselor, therapist or doctor. Include only those who have been in a position to be able to evaluate you professionally or academically and with whom you have a primarily professional connection.

Please keep in mind that in order for your application to be considered fully complete, we must have also received responses from all 3 references. **Because of this – please submit your reference information as early on as possible in your process of applying to our program, so that your reference people have sufficient time to complete their reference by the deadline. It is your responsibility to ensure that your reference people complete their references.**

When clicking on the link to send us the information about your reference people, please be prepared with the following information regarding each reference:

Reference Person's:
- Title
- First Name
- Last Name
- Organization/Position
- Phone number
- E-mail Address