

## Reference Instructions

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***Three reference letters are required. It is strongly recommended that one reference come from a college-level instructor. If one of your references is not a college-level instructor, you should give the rationale for this in the Education section of your Narrative Statement. In addition to a college-level instructor, the most meaningful references are drawn from the following categories:***

- Employment: present or former employment supervisor
- Field Placement/Internship supervisor
- Volunteer/Community Engagement/Social Justice Activity: a supervisor or coordinator
- Academic: a former or present college-level class instructor, an advisor, student support center staff or research assistant supervisor

**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 UWM regarding this reference.
- *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 and with whom you have a primarily professional or academic connection.

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