

## References

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Two 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: former or present employment supervisor
- Field Placement/Internship
  - Volunteer/Community Engagement/Social Justice Activity: a supervisor or coordinator
- Academic: a former or present college-level classroom instructor, an advisor, student support service staff, or a 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 those who have been in a position to be able to evaluate you 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 both 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 writers complete their references.**

Important notes about References in Panthera (online application portal):

- All references should be submitted in Panthera electronically.
- In the “References” section of your application, you will enter your references full names, emails and phone numbers (optional).
- After entering your references information, they will be sent an email with further instructions and a link to complete and submit the reference on your behalf.
  - If your reference is having difficulties submitting the recommendation, try the following:
    - Use a different web browser (Chrome or Firefox work best; Internet Explorer can cause issues)
    - Try submitting on a different network. Many places of employment and organizations have different firewall/filter settings that make it challenging to submit the reference. For example, if you are at work, try it at home.
- Once your references complete your recommendation, you will see a check mark in the box on your application their name in the references section.