



To Be Completed by Applicant:

1) Applicant plans to attend the following UVI campus (check box):

St. Thomas Campus

Admissions Office

University of the Virgin Islands

#2 John Brewers Bay

St. Thomas, VI 00802-9990

(340) 693-1160

Albert A. Sheen Campus

Admissions Office

University of the Virgin Islands

Box 10,000 Kingshill

St. Croix, VI 00850-9781

(340) 692-4158

Questions can be emailed to: admissions@uvi.edu

2) Application Deadline: _____ (letter to be emailed or postmarked by this date)

Thank you for your willingness to provide a Letter of Recommendation for an applicant to our Master of Social Program. We are seeking a letter that addresses the follow areas based on your experience and perspective of the applicant. Please note: we do not allow letters of recommendation from family members.

1. Indicate how you know this person and the duration of your relationship with them.
2. Address the applicant's abilities and interpersonal skills with examples.
3. A summary that explains why you would recommend this person for graduate education and professional social work practice.

Sending Written Letter:

Send letter by due date in a sealed envelope to the appropriate admissions office listed above.

Sending Letter via Email:

Send email with the letter attached as a pdf file directly to admissions@uvi.edu. For application purposes, do not carbon copy or blind carbon copy the applicant on the email. Subject line of email should be as follows: "MSW Letter of Rec- *Applicant's Name*".

Should you have any additional questions regarding this process, feel free to contact our admissions office via email or by phone. You also are welcome to contact our MSW Program Office at (340) 693-4500 or via email at maw@uvi.edu.

Thank you for your time and support of the applicant in their social work career endeavors.

UVI MSW Faculty