

Master of Arts in Clinical Counseling and Psychotherapy

# *Applicant Recommendation Form*

## SECTION 1: to be completed by the Applicant

Please return to: The Institute for Clinical Social Work  
at Robert Morris Center  
401 S. State St., Suite 822  
Chicago, IL 60605

or via email to [info@icsw.edu](mailto:info@icsw.edu)

I realize that I do have the right under PL-93-380 “The Family Educational Rights and Privacy Act of 1974” to inspect my references held by ICSW. I hereby voluntarily waive my right of access to the confidential statements contained in this form.

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Printed Name

Email Address

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Signature

Date

## SECTION 2: to be completed by the Recommender

This evaluation should reflect the applicant’s special aptitudes, attitudes, abilities pertinent to the MA in Clinical Counseling and Psychotherapy program.

1. After this form has been completed, please include a statement of the applicant’s strengths and areas for further development in an attached **professional reference letter on letterhead and complete with contact information**. Applicant Evaluation Forms submitted without recommender comments will be considered incomplete.
2. The recommender must sign across the sealed flap of the envelope and return the envelope to the applicant or mail it directly to the address listed above. Envelopes without the recommender’s signature across the seal will NOT be accepted. If the recommender would prefer to submit the evaluation and letter via email, it must come from a professional email address and the documents, with signature, should be scanned and attached.
3. How long and in what capacity have you known the applicant?

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4. What is your judgment of the applicant with respect to the following characteristics:

<b>Characteristics</b>	<b>Information inadequate for reply</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
Academic capacity as reflected in past performance.						
Maturity, focus, goal directedness.						
Qualities, as a student, to succeed in the program, i.e., perseverance, flexibility, and adaptability.						
Intellectual capacity to succeed in the program.						
Emotional stability.						
Dependability and reliability.						
Verbal communication skills.						
Writing skills.						
Genuine openness to learning.						
Ability to function in a group learning situation.						
Capacity for critical thinking.						
Overall recommendation for admission to MA program in Clinical Counseling and Psychotherapy.						