

## Reference Instructions



The University of Toronto, School of Graduate Studies online application system facilitates the online submission of reference letters. Detailed instructions are provided within the system. Three references are required and the reference template is available from our website. You will be asked to provide contact information for your referees, including a valid institutional/organizational email address, if available. Email addresses from generic email providers (e.g., hotmail, yahoo, gmail) will be rejected by the system.

Once you confirm your application by proceeding to payment, the system will send an email to each of your referees, who have a valid email address, inviting them to submit the completed form directly to the application database using a secure interface. The email will include reference instructions and the reference form.

It is important to communicate with your referees well in advance of submitting your online application for admission to confirm contact information and ensure they are willing and able to provide a reference by the deadline date.

If a referee does not maintain a valid email address (and therefore submission of a letter of reference online is not possible), or if your referees cannot submit the reference online they may submit the reference to you in a sealed envelope with their signature on the back of the envelope; or they may mail the reference directly to the FIFSW, Admissions Office, University of Toronto, 246 Bloor Street West, Toronto, ON, M5S 1V4. **In cases where a referee does not have a valid email address, the applicant is responsible for submitting the reference template directly to their referee. References received in envelopes that are not sealed or appear to have been tampered with will not be considered.**

The Admissions Committee will only review three references. Personal references are not appropriate (e.g. relatives, friends).

*References must be from the following*

### **TWO-YEAR MSW APPLICANTS:**

1. One Academic from a University course instructor\*\*
2. One from a Work or Volunteer Setting
3. One can be from either of the above sources.

### **ADVANCED STANDING APPLICANTS:**

1. One Academic from a University course instructor\*\*
2. One from a Work or Volunteer Setting
3. One from your practicum instructor/supervisor or faculty/practicum liaison if you are currently completing your B.S.W. degree or have received your degree within the past two years. If you graduated over two years ago, the reference can be from a work or volunteer setting.

*\*\* If you have been out of school for more than 3 years, you may substitute the academic reference with another work or volunteer related reference.*