

Submission Instructions for Letters of Recommendation

USA Bachelor of Social Work Program Application

Applicants: Please remember that you must have letters of recommendation from TWO (2) individuals. Each recommender should submit a written letter of recommendation and a completed USA BSW Letter of Recommendation Form, provided by the applicant. For any questions regarding the instructions provided, please email Dr. Nancy Kelley, Director of Social Work, at nkelley@southalabama.edu, or call the office at (251) 460-6347.

A. Submission via email

- Email to: socialwork@southalabama.edu
- Use subject line: “**Student Name – Letter of Recommendation Materials for BSW Application**”
- Materials **MUST** be emailed from the RECOMMENDER’S email address!

B. Submission via mail

- Mail to: **Department of Sociology, Anthropology, & Social Work**
Attention: Dr. Nancy Kelley
5991 USA Drive North, HUMB 34
Mobile, AL 36688-0002
- Materials must be **POSTMARKED** by the application deadline.
- Materials **MUST** be mailed by the RECOMMENDER, but *applicants should assume the responsibility of providing proper postage and other materials required for mailing.*
- Materials must be in one sealed envelope containing the letter of recommendation and the letter of recommendation form.

C. Submission in-person

- First, the applicant must **PICK UP** materials from the recommender. Then, the applicant should deliver materials to the Department of Sociology, Anthropology, & Social Work (address listed above).
- Prior to being picked up by the applicant, materials must be in one sealed envelope, containing the letter of recommendation and the letter of recommendation form.