

PROFESSIONAL REFERENCES INSTRUCTIONS

Submit two professional references.

One from college or university instructor or professor and the second reference from a work or volunteer experience.

First: Academic

Acceptable

- A college or university instructor or professor from a course taken within the past 2 years or after 2018

Not acceptable

- K-12 teacher, principal and administrator
- A course taken before 2018
- Advisor

Second: Work or volunteer experience

Acceptable

- A current or former (within the past two years) supervisor
- A current or former (within the past two years) employer

Not acceptable

- A peer or co-worker
- A work or volunteer experience that ended more than two years ago

Professional Reference Form

- Applicant is to complete the top section of each Reference Form.
- Forward the form to each of the two references.
- Each reference is to complete all three sections of the Reference Form, place the completed form in a sealed envelope with their signature along the seal and return the envelope to the applicant.
- Two (2) completed reference forms (in sealed and signed envelopes) must be included in the application packet.

Please do not include more than two references in your application packet.