

PROFESSIONAL REFERENCES INSTRUCTIONS

As you complete the on-line application you will be asked to provide the names and email addresses of two references. They will automatically be sent an email and recommendation form with instructions on how to complete and return to be included with your application.

One must be from a 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

Not acceptable

- K-12 teacher, principal and administrator
- A course taken over 2 years ago
- 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