

Kansas City Art Institute Admissions Letter of Recommendation Form

APPLICANT: Please give this form to the individuals whom you have selected to recommend you for admission to KCAI. These individuals should preferably be art or academic instructors or other professional references as appropriate. **NOTE:** A minimum of **two letters of recommendation are required** for admission to KCAI. A letter from the reviewer may be submitted in lieu of this form. Letters may be emailed to admiss@kcai.edu or mailed to:

**Kansas City Art Institute
Admissions Office
4415 Warwick Blvd.
Kansas City, MO 64111**

Please print or type

Recommendation for (name of applicant) _____

Address of applicant _____

REVIEWER: The above-listed student is applying for admission to the Kansas City Art Institute. Your candid evaluation of this student will be helpful in enabling us to choose appropriately qualified candidates. Information contained in this form will be used solely for the purposes of the office of admissions. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. However, we do not provide access to admissions records to those applicants who are not accepted, or those applicants who decline an offer of admission. **We invite you to attach any additional information about this applicant that you consider relevant. Thank you for your time and effort.**

Completed by (name of reviewer) _____ Position _____

Reviewer's place of employment _____

Reviewer's employment address _____

Phone number _____ e-mail address _____

How do you know this applicant?

What artistic involvement do you have with this applicant?

Please describe and rate the applicant's artistic ability (if applicable):

Artistic Ability (if applicable) 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's leadership skills:

Leadership Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's communication skills:

Communication Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's work ethic:

Work Ethic 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please indicate your overall summary appraisal of the applicant. We welcome information that will differentiate this individual from others.

Print name of reviewer

Signature of reviewer

Date

Kansas City Art Institute is committed to a policy of non-discrimination on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, marital, parental, veteran status, or sexual orientation in admissions, educational programs or activities, and employment as required by applicable laws and regulations. Inquiries may be addressed to: Executive Vice President for Administration, Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111 or Director of Civil Rights, Department of Education, Washington, D.C. 20201. KCAI reserves the right to change institutional programs, regulations and fees when not otherwise prohibited by statute. **KCAI is an E.O.E. Educational Institution.**

KCAI Office of Admissions • 4415 Warwick Boulevard • Kansas City, MO 64111
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Visit the KCAI Web site at www.kcai.edu