

## 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. Letters may be emailed to [admiss@kcai.edu](mailto:admiss@kcai.edu), faxed to 816/802-3309, or mailed to:

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

Recommendation for (name of applicant) \_\_\_\_\_

Address of applicant \_\_\_\_\_

**REVIEWER:** Completed by (name of reviewer) \_\_\_\_\_ Position \_\_\_\_\_

Reviewer's place of employment \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Your candid evaluation of this student will be helpful in enabling us to choose appropriately qualified candidates. Using the space below and on back or by attaching a separate letter, describe your relationship to and artistic involvement with this applicant. Also, please describe the applicant's artistic ability, potential for leadership, communication and collaborative skills, and work ethic.

\_\_\_\_\_  
Signature of reviewer

\_\_\_\_\_  
Date

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. Students may have waived their right to see letters of recommendation, in which case, the letters will be held in confidence. We do not provide access to admissions records to those applicants who are not accepted, or those applicants who decline an offer of admission.