

Kansas City Art Institute

Admissions Letter of Recommendation Form

APPLICANT: Please give this form to the individual you have selected to recommend you for admission to KCAI. This individual should be an art or academic instructor or another professional reference as appropriate. NOTE: **one letter of recommendation is required** for admission to KCAI. You may submit additional letters of recommendation if so desired. However, only one letter is required. A letter from the reviewer may be submitted in lieu of this form. The letter 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 _____

TO THE 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, access is not provided to admissions records for those applicants who are not accepted, or those applicants who decline an offer of admission. **You are invited to attach any additional information about this applicant that you consider relevant. Thank you for your time and effort.**

Please print or type

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 communication skills:

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

Please describe and rate the applicant's creative problem solving skills:

Creative problem solving skills 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 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: 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