

# Step IV - Letter of Recommendation Form

(Applicant: Two letters are required for all scholarships, except SOL that requires three letters)

## TO BE COMPLETED BY SCHOLARSHIP APPLICANT.

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Student ID (K Number) \_\_\_\_\_ Phone \_\_\_\_\_

---

## TO BE COMPLETED BY REFERENCE

Please rate the applicant on the following characteristics, complete this form in its entirety and attach a business card. If you prefer to write the letter on letterhead; attach it to this completed form. By not attaching a business card or using letterhead the applicant will receive reduced points.

	Excellent	Above Average	Average	Below Average	Poor	Unknown
Commitment to the academic program	☐	☐	☐	☐	☐	☐
Genuine interest in learning	☐	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐	☐
Commitment to excellence	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Likelihood of academic success	☐	☐	☐	☐	☐	☐
Commitment to community	☐	☐	☐	☐	☐	☐

Please explain why this individual is deserving of a scholarship:

---

---

---

---

---

---

---

---

---

---

Reference's Name (printed) \_\_\_\_\_

Title/Ocupation \_\_\_\_\_ Phone (required) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form (with business card attached) to the student for inclusion in his/her application materials.

**Students must have all materials submitted by the deadline (unless stated otherwise)**