



Kaplan Educational Foundation Leadership Program Reference Instructions

Dear Sir or Madam:

You have been asked to complete a recommendation for a student who is applying for admission to the Kaplan Educational Foundation's Leadership Program. The Kaplan Leadership Program was created to identify and develop future leaders in a variety of professional fields. The program focuses on students enrolled in associate's degree programs who have high academic and leadership potential, but who might not otherwise realize that potential due to limited resources, support and guidance.

Through the program, these students receive financial assistance, guidance, and support as they transfer from a two-year to a four-year college program, through the completion of their bachelor's degree. They will be prepared to eventually attain leadership roles in their professions and communities through mentoring and training.

This is a very rigorous and demanding program, appropriate only for the most dedicated, passionate, and focused students. Successful candidates will have both exceptional academic and leadership potential, as well as inner strength and character. They must be willing to learn and be "coached," and have an overall drive to succeed.

The Foundation would be grateful to you for your candid and detailed analysis of the applicant's strengths and weaknesses and for your judgment concerning his or her prospects for success in our program. All references will be kept confidential. You can submit your completed reference form via mail or fax to Kaplan Leadership Program Admissions, Kaplan Educational Foundation, 888 7th Ave, NY, NY, 10106, fax (212) 957-1646. Or visit www.KaplanEdFoundation.org/KLP/References to download the form and submit your reference via email. If you have any questions, please contact the Foundation via email at references@KaplanEdFoundation.org or via telephone at (212) 707-5300.

Thank you for your assistance!

Kaplan Educational Foundation
www.KaplanEdFoundation.org
Phone: (212) 707-5300

Reference Form

Kaplan Educational Foundation Leadership Program



Applicant Name	
Applicant Email	
Reference Name	
Reference Phone	
Reference Email	

NOTE: THE MORE DESCRIPTIVE YOUR COMMENTS, THE MORE HELPFUL YOUR REFERENCE WILL BE IN HELPING US FAVORABLY CONSIDER THIS APPLICANT.

How long and in what context have you known the applicant?

What would you describe as their most impressive personal characteristics and how have you seen these in action?

Comparing this applicant to other students you have known at similar stages of personal development, how would you rate him or her on the following characteristics? (Use additional sheets if necessary.)

Evident drive, Passion and determination

Rating:

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Strong, proven work ethic

Rating:

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Student Name _____ Email _____

Reference Name _____ Email _____

Ability to accept help and willingness to learn

Rating: _____

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Inner strength and character

Rating: _____

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Ability to stick with something over time

Rating: _____

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Student Name _____ Email _____

Reference Name _____ Email _____

Interpersonal Skills

Rating:

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Ability to avoid or learn from situations that may have derailed their success

Rating:

(Ratings: 1. Needs Growth; 2. Average; 3. Above Average; 4. Exceptional; 5. Not applicable/have not observed)

Comments and Examples:

Please provide any other information that will help us see that “something special” in this applicant.