



SAMPLE REFERENCE LETTER FORM

Provide this form completed by a teacher, counselor, community member, employer of any individual who can comment about your potential to succeed in postgraduate education OR submit reference letters from similar persons on their own letterhead).

Scholarship Applicant's Name: _____

The person whose name appears above has applied for a Grand Prix Foundation Scholarship. The selection committee would appreciate your answering the questions below in a specific and candid manner, noting in particular incidents that illustrate his/her maturity, initiative and academic potential to succeed in college. Please understand that your recommendation may be made available for the student's inspection, at the student's request, pursuant to the Family and Educational Rights and Privacy Act of 1974 and related laws and regulations.

Your Name _____ Position _____

School/Organization: _____

Phone (____) _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Explain comments by using complete sentences; avoid responses such as "yes" or "no" If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "Not applicable" or "N/A".

1. How long have you known the applicant? Years _____ Months _____

Under what circumstances have you known the applicant?

2. Based on your knowledge of the applicant, how would you rate his/her academic skills and potential to succeed in college? _____

(Example: Outstanding, Above Average, Average, Needs Improvement)

A. Academic Achievement: _____

B. Writing Skills: _____

C. Reading Skills: _____

D. Math Skills: _____

E. Academic Potential: _____

3. Check how you rate applicant's characteristics and motivation.

A. Has positive self image:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

B. Demonstrates leadership capability:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

C. Self starter, has intellectual curiosity:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

D. Is willing to work hard to achieve his or her goals:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

E. Is involved in his or her community:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

F. Has potential for growth:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

G. Has financial need:

Strongly Agree _____ Agree _____ Agree Somewhat _____ Disagree _____

4. What other qualities come to mind that best describe applicant?

5. To the best of your knowledge, does this applicant have a historically disadvantaged background? Yes _____ No _____

6. Does the applicant have serious financial need? Yes _____ No _____

7. Are you aware of any current circumstances or problems that might affect applicant's future academic performance (e.g., financial background, family responsibilities, educational preparation, health)?

8. What is your assessment of the student's potential and capability for succeeding at college?

9. Why does this student stand out from the crowd?

10. Please write any additional comments here:

Thank you for your assistance.

Date: _____ Signature: _____
Phone # _____
E-Mail _____

NOTE: Students must complete their application by March 1, 2023. Please return this form to the students so they can submit with their online application.