

UMKC

Campus Ambassador Program

REFERENCE INSTRUCTION FORM

You have been asked by the student listed below to provide a letter of reference and recommendation describing your knowledge of their skills and qualifications. It may be, however, that your knowledge of the student is more general in nature. This is perfectly acceptable and you are simply encouraged to address those areas about the student with which you are comfortable.

Please supply the information requested in the spaces below, and then attach a letter of recommendation. Completed applications and recommendation letters must reach our office by 5:00 pm on Tuesday, March 31st, 2009. Please note that all accompanying portions of the application must be present in their file at that time to be considered for the position.

REFERENCE INFORMATION

Name of student submitting application: _____

Your affiliation with the student: _____

Name: _____

Title (if applicable): _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Please return reference information to:

Campus Ambassador Program
UMKC Office of Admissions
120 Administrative Center,
5115 Oak Street
KCMO 64112

UMKC

Campus Ambassador Program

APPLICATION FORM

(please print or type)

First Name: _____ Last Name: _____ MI: _____

Student Number: _____

Local Street Address: _____

Local City/State/Zip: _____

Local Phone:(____) _____ E-mail: _____

Permanent Address: _____

City/State/Zip: _____ Phone:(____) _____

Degree Program: _____ Class Level or Year in the Program _____

Cumulative GPA: _____ Expected Graduation Date _____

Please submit a current resume and your intended Fall 2009 Class Schedule, as well as answer the following questions on a separate sheet of paper. Your application will not be considered without all the information requested.

- 1). Explain why you want to be a UMKC Campus Ambassador and what you can contribute to the program.
- 2). What, do believe, is UMKC's best quality and how would you describe it to a visitor to the campus?
- 3). List university and community organizations in which you are currently a member. Describe your involvement in each. If you are an incoming freshman, please list high school organizations and activities.

Class/Work Schedule: Please indicate prior commitments for the days of April 14th- April 16th, 2009 by either crossing out or shading in the appropriate boxes. We will assume that any blank spaces are available for interviewing. **The shaded areas are unavailable times for interviews.**

| | Tuesday | Wednesday | Thursday |
|----------------|---------|-----------|----------|
| 8-8:59a.m. | | | |
| 9-9:59a.m. | | | |
| 10-10:59a.m. | | | |
| 11-11:59a.m. | | | |
| Noon-12:59p.m. | LUNCH | LUNCH | LUNCH |
| 1-1:59p.m. | | | |
| 2-2:59p.m. | | | |
| 3-3:59p.m. | | | |
| 4-4:59p.m. | | | |

LETTERS OF RECOMMENDATION: Please solicit **two** letters of recommendation from an individual who can address your qualifications for this position, for example, a UMKC employee (i.e. administrator, professor, staff, or mentor). Please provide them a copy of the attached Reference Instruction Form. The letter and form along with any supporting documents should be returned directly to this address: **UMKC Campus Ambassador Program, 120 Administrative Center, 5115 Oak Street, KCMO 64110**

APPLICATIONS MUST REACH OUR OFFICE BY: Tuesday, March 31st, 2009 at 5:00 pm