**DoD Information Assurance Scholarship Program (ISAP) Request for Reference Letter**

**This student is applying for highly competitive Department of Defense (DoD) Information Assurance Scholarship Program (ISAP) through the University of Missouri-St. Louis.**

The scholarship covers full tuition, course text-books, health/other expenses, and provides an annual stipend. The stipend levels are $25,000/Year for undergraduate students and $30,000/Year for graduate (Master’s/PhD) students.

In return for scholarships students agree to maintain high academic performance, work in internships (with any DoD organization) during their course of study, **and** commit to work for the DoD after graduation. The “work commitment” is 1-year minimum for each 1-semester or 1-year scholarship award. Students could potentially get additional year of funding.

***More details on this excellent opportunity are here***: http://cybersecurity.umsl.edu/scholarships/isap

**Request for Reference Letters:**

Given the prestigious nature of this scholarship and the potential benefits to students, the application requires reference letters that address the following aspects. Please provide as much detail as possible and follow the format etc. in your letter.

Thank you so much for your help.

**Letter Requirements:**

1. Letter must be on official letter-head
2. Please include your name, position or title, telephone number, email address, and institutional or organizational address
3. Please address your relationship with the student (i.e. whether you are writing on the basis of academic or employment relationship)
   1. Also, indicate the length of your relationship with the student
4. **An assessment of the student’s potential for academic success and fulfillment of degree requirements [the scholarship recommendation committee at UMSL and the DoD will make their award determinations, in part, based on your assessment]**
5. **An assessment of the student’s knowledge and ability in the following six areas requested by the DoD [again, this assessment is a key component of the student’s chances of getting the award]: *[see next page…]***

***Describe the Student’s knowledge and ability in each of the six (6) competency areas below. If possible, please also rate the student on each aspect using the following scale:***

1 = No Knowledge or Ability

2 = Basic Knowledge or Ability

3 = Intermediate Knowledge or Ability

4 = Advanced Knowledge or Ability

5 = Superior Knowledge or Ability

1. **Knowledge of the techniques of the cybersecurity discipline, including encryption, access control, physical security, training, threat analysis, and authentication.**
2. **Knowledge of the human factors in cybersecurity, including human computer interaction, design, training, sabotage, human error prevention and identification, personal use policies, and monitoring.**
3. **Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.**
4. **Ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.**
5. **Ability to make clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.**
6. **Ability to express facts and ideas in writing in clear, convincing and organized manners appropriate to the audience and occasion.**