



General Recommendation Form for Graduate Admission

International Language Education: TESOL Master's Program

Soka University

1-236 Tangimachi

Hachioji, Tokyo 192-8577 Japan

INSTRUCTIONS:

TO THE APPLICANT: Please complete Part A, then deliver or mail this form, with a self-addressed envelope to your recommender. Ask your recommender to return the form to you in the envelope with his/her signature across the seal. Do not open the envelope or break the seal. Submit the sealed envelope with your application.

TO THE RECOMMENDER: Please complete Parts B and C.

PART A: TO BE COMPLETED BY THE APPLICANT

Please type or print clearly:

Last name First name Middle / Other names

Address: _____

Applicant Statement:

I understand this letter of evaluation is to be received and maintained in confidence by Soka University, Tokyo, Japan for admission consideration for graduate status. I hereby expressly waive any and all rights I might have of access to this evaluation under any/or all laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and/or the right to request an amendment of this letter.

☐ I **agree** to waive access to this letter of recommendation (form).

☐ I **do not agree** to waive access to this letter of recommendation (form).

Signature of Applicant _____

Date _____

PART B: TO BE COMPLETED BY THE RECOMMENDER

TO THE RECOMMENDER: We would appreciate your opinion of the applicant listed above for graduate admission to Soka University, Tokyo, Japan. The university is particularly interested in an evaluation of the applicant's potential for academic and professional achievement in the field of International Language Education: TESOL. Explicit descriptions of academic strengths and weaknesses are more helpful to the candidate than routine praise. Comments about character, integrity or motivation are also appreciated. Rankings should be related to other students in the same class or academic program or other persons of comparable experience.

Please type or print clearly:

Last name

First name

Middle / Other names

Employer: _____

Address: _____

Email: _____

Contact Number: _____

Relationship to applicant (e.g., instructor, professor, supervisor): _____

How many years have you known the applicant? _____

Based on your knowledge of the applicant, please rate the applicant's promise as a graduate student (in comparison to his or her peers) on the following criteria by checking the corresponding boxes:

	Below Average	Average	Above Average	Top 10%	Inadequate Opportunity to Observe
Research Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills - Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills - Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential in Career Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the strength of your overall endorsement of the applicant for graduate work:

☐ **Highly
Recommend**

☐ **Recommend**

☐ **Do not
recommend**

☐ **Unable to
Observe**

PART C: TO BE COMPLETED BY THE RECOMMENDER

Recommendation Letter:

In addition to the specific ratings above, please write an assessment of the applicant's scholarship, personality, character and professional promise. Please use the space below or attach a letter on clearly identified, official academic or business letterhead paper, signed by you.

Please discuss topics such as:

- performance in independent study or in research groups
- intellectual independence
- research interests
- capacity for analytical thinking
- ability to work with others
- ability to organize and express ideas clearly, and
- drive and motivation.

Signature

Date

Thank you very much for taking the time to write this recommendation for the applicant.