[Soka University International student's format] Do not change the size, font or font of this recommendation letter, table or cell.

## Recommendation Letter

## [To the Applicant]

- Please ask an instructor from the last school/institute you attended to write this recommendation letter. This must be a person who has known you for at least half a year.
- In case it is not possible to have this letter written in Japanese or English, please ask your Recommender to write it in your mother tongue and provide a sworn translation to Japanese or English.

Complete the following information before giving this letter to your referee.

Family name:	Given Name(s):		
Nationality:			

## [To the Recommender]

- Please complete this form in detail as much as possible.
- Please write clearly in English or Japanese.
- Please kindly return this form to the applicant in a sealed envelope.

If the recommender cannot write the letter in either Japanese or English, please write in the applicant's native language, and turn him/her a copy, in order to provide a translation. Once the translation is returned, attach it to the original letter and give to the applicant in a sealed envelope.

- · Please write by hand in block letters or type on this sheet.
- Please write your signature (do not use digital signature).

• How do you evaluate the applicant? Please check the appropriate boxes.

	Excellent	Above average	Average	Below Average	Poor	None
Academic Performance						
Analytical Ability						
Oral Communication Skills						
Writing Skills						
Creativity						
Flexibility						
Leadership						

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• Compared to other students, how would you rank the applicant? Please check the appropriate box.

Upper 5%	Upper 10%	Upper 25%	Mid 50%	Lower 25%	

• Respond to the following questions about the applicant.

1) Explain your reasons in detail for recommending the applicant including his/her strengths and weaknesses.	
2 State relevant talents, skills and experiences of the applicant.	
3 State how the applicant has shown his/her leadership.	

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Name of Recomm	ender		Relati	onship to the app	plicant
Recommender's current institution		Position			
Address of recommender's current institution					
How long have yo	ou known t	he applicant?		_ years	
Telephone nu	mber				
E-mail					
Signature				Date	