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| 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 |  |  |  |  |  |  |

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

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

● Respond to the following questions about the applicant.

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| 1. Explain your reasons in detail for recommending the applicant including his/her strengths and weaknesses. | | | | | |
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| 1. State relevant talents, skills and experiences of the applicant. | | | | | |
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| 1. State how the applicant has shown his/her leadership. | | | | | |
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| Name of Recommender | | | Relationship to the applicant | | |
|  | | |  | | |
| Recommender’s current institution | | | Position | | |
|  | | |  | | |
| Address of recommender’s current institution | | | | | |
|  | | | | | |
| How long have you known the applicant? ＿＿＿＿＿＿＿ years | | | | | |
| Telephone number | |  | | | |
| E-mail | |  | | | |
| Signature |  | | | Date |  |