LETTER OF RECOMMENDATION

**Instructions for the applicant:** Complete **PART 1**, then provide this form to the recommender.

**PART 1** To be completed by the applicant

|  |  |  |  |
| --- | --- | --- | --- |
| **Full legal name** |       |       |       |
| (In alphabet) | First | Middle (if any) | Last |
| **Nationality** |       | Date of birth: |       |       |       |
|  |  | YYYY | MM | DD |

**PART 2** To be completed by the recommender

**Instructions for the recommender:** The person named above is applying for graduate study at Doshisha University.

We would appreciate your evaluation of the applicant’s academic/professional performance and potential and of his/her personal qualities. Any information you provide here will be considered strictly confidential.

Please enclose this form in a sealed envelope, write your signature over the sealed flap, and return to the applicant.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(Handwritten in ink)** | Signature: |  | Date: |  |  |  |
|  |  |  | YYYY | MM | DD |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       |       |       |
| First | Middle (if any) | Last |
| **Affiliation**(Ex: Name of company / School and etc.) |       |
| **Position** |       |
| **E-mail address** |       | @ |       |

1. **How long have you known the applicant?**

|  |  |
| --- | --- |
|       | Years |

1. **What is your relationship with the applicant? (Please CHECK the appropriate word)**

|  |
| --- |
| [ ]  **PREVIOUS Student**　[ ]  **PRESENT Student**[ ]  **PREVIOUS Employee**[ ]  **PRESENT Employee**[ ]  **Other** (                                        ) |

1. **Please indicate where the applicant would rank among students/employees or etc with whom you are acquainted. (Please CHECK the appropriate word)**

|  |
| --- |
| [ ]  **OUTSTANDING**　[ ]  **EXCELLENT**[ ]  **GOOD**[ ]  **AVERAGE**[ ]  **BELOW AVERAGE** |

1. **Your statement concerning the applicant:** We would appreciate your candid opinion of the applicant’s qualifications for studying in Japan. Please continue on reverse side if necessary.)

Karasuma Imadegawa, Kamigyo-ku, Kyoto, 602-8580 JAPAN

Tel: +81-75-251-4600 Fax: +81-75-251-4710

<https://gmba.doshisha.ac.jp/en/>

Email: ji-gmba@mail.doshisha.ac.jp

**Global Business and Management Studies, Doshisha Business School**

**Doshisha University**

1. Continuance of front page (if any).

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