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.)

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

**Doshisha University**

1. Continuance of front page (if any).

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