LETTER OF RECOMMENDATION

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

**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 send this letter in PDF format via email directly to Doshisha Business School Office (ji-gmba@mail.doshisha.ac.jp). When sending this letter, kindly use the business or academic institution email account (e.g. xxx@mail.doshisha.ac.jp).

\*In cases where you must send the letter from an email account other than the business or academic institution which you are affiliated with, you must attach your business card or official document which proves that you belong(ed) to the company/university.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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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