

Examinee Number 受験番号
(Office Use Only)

Letter of Recommendation 推薦書

Applicant's Name

志願者氏名

- 1) Please write below particularly any remarks on applicant's strong points and weak points while he/she was in your institution/work place? 志願者が貴校、貴社にいた間の特記すべき長所や短所を記して下さい。

2) How do you assess the applicant's qualities below while he/she was in your institution/work? Please fill ✓ into the appropriate items. 以下の項目について志願者を✓で評価してください。

	Exceptional 非常に優秀	Excellent 優秀	Good 良い	Average 平均	Poor 不十分	Unable to Assess 評価不可能
Intellectual ability 知的能力						
Analytical ability 分析能力						
Judgment 判断能力						
Maturity 成熟度						
Motivation 意欲						
Flexibility 柔軟性						
Ability to work with others 協調性						
Leadership 指導力						

Recommender's Name 推薦者氏名	
Affiliation 所属	
Title 職位	
Address 住所	
Phone Number 電話番号	
Email メールアドレス	

Signature of Recommender
推薦者署名

Seal
印

Date
日付

(dd/mm/yyyy)

NOTE: Two letters of recommendation should be written in English or Japanese. If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

注：推薦書2枚とも英語または日本語で書いてもらってください。もし、英語または日本語で書かれていない場合は、必ず公的機関、語学学校、卒業出身校等で証明する英語または日本語で翻訳されたものを添付してください。

Applicants who have work experience/在職経験者

- One letter of recommendation from applicant's academic advisor, supervisor or professor of your university/graduate school he/she is studying at or graduated from
- One letter of recommendation from applicant's manager or equivalent at your current or previous workplace
- 最終学歴の卒業校または卒業見込である大学または大学院の指導教員、担任または授業を受け持つ教授から1通
- 現職または以前の職場においての上司またはそれ同等の方から1通

Applicants who do not have work experience/在職経験のない者

- Two letters of recommendation from applicant's academic advisor, supervisor or professor of the university/graduate school he/she is studying at or graduated from
- 最終学歴の卒業校または卒業見込である大学または大学院の指導教員、担任または授業を受け持つ教授から2通

NOTE: The academic supervisor to whom the request will be made should be either the advisor who was in charge of providing guidance for the graduation or master's thesis, or the teacher in charge of applicant's seminar. If the applicant did not belong to a seminar and did not write a thesis, please make the request to the teacher who provided the applicant with the most guidance while he/she was enrolled. If, for some reason, the teacher to whom the applicant made the request cannot fill out the field, the applicant should write that reason in the field. (Please make sure not to leave the field in blank. If the applicant submits this form with the field left in blank without any reasons, the document will be deemed incomplete.)

注：記入を依頼する指導教員とは、「卒業・修士論文担当」「ゼミ担当」のいずれかの教員となりますが、ゼミに所属せず、論文を作成していない場合は、志願者が在学中最も指導を受けた教員としてください。なお、依頼した教員に記入できない事情がある場合は、その事情を申請者が記入してください。（理由無く未記入の場合は書類不備となりますので、必ず記入してください）。