1/2

|  |  |
| --- | --- |
|  | 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 school/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ください。

|  |
| --- |
|  |

2/2

2) Please assess the applicant’s qualities below and 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 Seal

推薦者署名 ㊞

Date

日付

(dd/mm/yyyy)

NOTE: Letters of recommendation should be written in English or Japanese. If written in a language other than English or Japanese, be sure to attach an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated.

Applicants who have work experience

・One letter of recommendation from applicant’s academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from

・One letter of recommendation from applicant’s manager or equivalent at your current or previous workplace

Applicants who do not have work experience

・Two letters of recommendation from applicant’s academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from

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：推薦書は英語または日本語で記載してください。英語または日本語以外の場合は、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。

在職経験者

・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

在職経験のない者

・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

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。）