

Examinee Number 受験番号
(Office Use Only)

## Letter of Recommendation 推薦書

Applicant's Name  
志願者氏名

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- 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) 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  
推薦者署名

Seal  
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Date  
日付

(dd/mm/yyyy)

NOTE: Letters of recommendation should be written in English or Japanese. If the letter of recommendation is written in a language other than English or Japanese, be sure to attach a translation in English or Japanese certified by an official 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。）