

The Human Sciences Undergraduate Degree Program, Osaka University  
RECOMMENDATION LETTER COVER SHEET

*This portion to be completed by the applicant*

**INSTRUCTIONS TO THE APPLICANT**

Please write down your name, your date of birth and the date of graduation and provide it to your recommender. The recommender must return the completed form with the recommendation letter in a sealed envelope. You need to get two recommendation letters and send these recommendations unopened with other application documents.

Applicant Name \_\_\_\_\_  
Family name/ Surname                      First name                      Middle name

Date of Birth (mm/dd/yy) \_\_\_\_\_ Date of Graduation (mm/dd/yy) \_\_\_\_\_

*This portion to be completed by the recommender*

**INSTRUCTIONS TO RECOMMENDER**

Please place this cover sheet together with your letter of recommendation in an envelope, seal it, sign across the seal and return it to the applicant. We greatly appreciate your assistance in our evaluation of this applicant.

Recommender's Name \_\_\_\_\_ Position or Title \_\_\_\_\_

Institution Name \_\_\_\_\_ Email Address \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

**Items to consider when writing your reference: please print your recommendation letter onto institutional letterhead, sign, date and attach to this sheet.**

- Please comment on the performance of the applicant for any courses where you have taught him/her.
- In your opinion, how well do the applicant's skills and interests fit with our international program in the School of Human Sciences, Osaka University?
- Please comment on the applicant's readiness to study at a leading research university in Japan?

1. Using as a base of comparison other students you have taught at this level, please indicate your evaluation of this applicant's ability by checking the appropriate boxes.

|   | OUTSTANDING<br>TOP 1% | EXCELLENT<br>TOP 5% | WELL ABOVE<br>AVERAGE<br>Top 10% | ABOVE<br>AVERAGE<br>Top 20% | SATISFACTORY<br>Top 30% | AVERAGE<br>~30% |
|---|-----------------------|---------------------|----------------------------------|-----------------------------|-------------------------|-----------------|
| Academic performance                                    |                       |                     |                                  |                             |                         |                 |
| Oral communication ability                              |                       |                     |                                  |                             |                         |                 |
| Written communication ability                           |                       |                     |                                  |                             |                         |                 |
| Problem solving skills                                  |                       |                     |                                  |                             |                         |                 |
| Leadership skills                                       |                       |                     |                                  |                             |                         |                 |
| Teamwork skills   |                       |                     |                                  |                             |                         |                 |
| Emotional intelligence                                  |                       |                     |                                  |                             |                         |                 |
| Resilience<br>(Ability to adapt to new situations etc.) |                       |                     |                                  |                             |                         |                 |

2. Please indicate the strength of your overall recommendation of this student for this program by checking the appropriate box.

Highly recommended     Recommended     Recommended with Reservations     Not recommended