

The Human Sciences Undergraduate Degree Program, The University of Osaka
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 complete this cover letter and place it with their recommendation letter in a sealed envelope and sign it across the seal. You need to get two recommendation letters and send these 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 THE RECOMMENDER

Please place this cover sheet together with your letter of recommendation in an envelope, seal it, sign it 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, The University of Osaka?
- Please comment on the applicant's readiness to study at a leading research university in Japan?
- Please comment on the applicant's key weaknesses or areas for improvement

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 TOP 1%	EXCELLENT TOP 5%	WELL ABOVE AVERAGE Top 10%	ABOVE AVERAGE Top 20%	SATISFACTORY Top 30%	AVERAGE ~30%
Academic performance						
Oral communication ability						
Written communication ability						
Problem solving skills						
Leadership skills						
Teamwork skills						
Emotional intelligence						
Resilience (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