

INTERNATIONAL CHRISTIAN UNIVERSITY

REFERENCE LETTER

Student's Name \_\_\_\_\_  
Family \_\_\_\_\_ Given \_\_\_\_\_  
Middle \_\_\_\_\_

**TO THE STUDENT** Please write your name above, before giving it to your instructor for completion.

**TO INSTRUCTOR** The student above is applying for the Summer Courses in Japanese at International Christian University (ICU). A candid report is essential to ensure complete and fair consideration of all candidates. This report is an important part of our evaluation, we will review it with great care and attention.

**CONFIDENTIALITY:** ICU will guarantee the strict confidentiality of your letter of recommendation.

■ How long have you known this student and in what context?

If you have taught this student, which course(s) did this student take from you and when?

■ Please write a letter addressing the following points on a separate sheet of paper.

◆ How do you evaluate this student's academic work and competence? How would you describe the student's motivation, seriousness of purpose and promise of achievement? Specific examples are especially helpful.

◆ If you are familiar with the student's co-curricular activities, please describe the applicant's organizational and leadership skills and/or other personal qualities.

◆ Is there anything that particularly distinguishes this student? Please add any other information concerning the application that may help us fairly evaluate this student.

■ I recommend this student as a Summer Courses in Japanese participant to ICU:

Not Recommended    With Reservations    Fairly Strongly    Strongly    Enthusiastically

■ Name \_\_\_\_\_   ■ Position/Title \_\_\_\_\_

■ Name of Institution \_\_\_\_\_

■ Address of Institution \_\_\_\_\_

■ Telephone \_\_\_\_\_   ■ FAX \_\_\_\_\_

■ Email \_\_\_\_\_

■ Signature and Date \_\_\_\_\_

Signature

Date