

## Reference Letter (Form 4)

### Referee Name and Title

Name

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Title/Position

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School Name

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School Address

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School Website URL

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### Applicant Name

Name (Family, First, Middle)

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Date of Birth (yyyy/mm/dd)

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Date (Expected Date) of  
Graduation (yyyy/mm)

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1. How long have you known the applicant?

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2. In what capacity have you known the applicant?

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3. Please check the appropriate box for the applicant in terms of each of the following:

\*(5) Exceptional, (4) Well above average, (3) Above average, (2) Average, (1) Below average, (0) Unable to judge

*	(5)	(4)	(3)	(2)	(1)	(0)
Academic performance						
Proficiency in spoken English						
Proficiency in written English						
Ability to pursue independent study						
Motivation to study in Japan						
Leadership						
Emotional maturity						
Adaptability to new social environments						
Cross-cultural knowledge						

**4. What are the applicant's academic strengths and weaknesses?**

**5. What have been the applicant's greatest achievements (academic performance, awards, extra-curricular activities or other special talents)?**

**6. Please provide any other essential information that you think we should know about the applicant.**

**7. Do you recommend the applicant to our Undergraduate English Program?**

**Please check one of the following options.**

Highly recommend    Recommend    Recommend with reservations    Do not recommend

**I hereby declare that all of the information provided about the applicant is true and accurate to the best of my knowledge.**

Date (yyyy/mm/dd)

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Signature (hand-written)

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