

Foreign Student Office, Dept. of Civil and Environmental Engineering
SAITAMA UNIVERSITY, Saitama, Japan 338-8570

LETTER OF RECOMMENDATION

Note to the applicant: Application for admission requires recommendations from two persons well acquainted with your intellectual ability and personality. Fill in your name and give this form to the recommender.

Name of Applicant: Nationality:

Note to the recommender: Please complete this form, **seal in an envelope and sign across the seal**, and return to the applicant. This letter will be held in the strictest confidence, and we would value very much your critical evaluation of the intellectual ability and personality of the applicant with regard to pursuing advanced study and research. Thank you very much.

Name of recommender:

Position / Title:

Organization:

Address:

Email: Telephone No.: Facsimile No.:

How long (years, months) have you known the applicant?

Under what circumstances have you known the applicant?

How often have you observed him/her? Daily Weekly Monthly Rarely

In comparison with other students in the same field, how would you rate the applicant's overall scholastic ability?

- Truly exceptional --- One of the best you have known.
 Outstanding --- Top 5% Average --- Upper 50%
 Excellent --- Top 10% Below average --- Lower 50%, but recommended
 Good --- Strong ability, but not in the top 10% Not recommended

Some gifted individuals may get mediocre scholastic records. In your opinion, is the applicant's scholastic record an accurate index of his/her scholastic ability? yes no don't know

If you answer 'no', please explain briefly:

Evaluate the applicant's ability to work with others Outstanding Good Average Poor

Evaluate the applicant's English proficiency (Writing) Outstanding Good Average Poor

English proficiency (Speaking) Outstanding Good Average Poor

Your overall evaluation of the applicant: Strongly recommended Recommended
 Recommended with reservation Not recommended

Additional comments, if any: (Please use the back of this sheet)

Signature:

Date: