

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

LETTER OF RECOMMENDATION

Application for admission requires recommendations from two persons well acquainted with applicant's intellectual ability and personality. 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.

Name of Applicant: Nationality:

Please complete this form and use "Email to FSO" action button available at the top right corner of this form to send your recommendation to the Foreign Student Office (FSO). Alternatively: (a) you can save this form as a PDF document or (b) print and then scan the document and send via email to the FSO at fso@sun.civil.saitama-u.ac.jp. 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 attach a document with your comments or include your comments directly in the email to the FSO)

Signature:

Date: