**Letter of Recommendation**

***The letter must be addressed to Waseda University***

◆*To the Applicant:*

This form should be given to **a dean, an academic advisor, a full-time professor or a full-time teaching instructor at your home University** under whom you have studied and who is able to comment on your qualifications for study atWaseda University.

Applicant’s Name:

◆*To the Recommender:*

This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following three pointsshould be included. After completing the letter, please check off the box below to confirm each subject is mentioned.

Academic achievements

---class rank, academic strengths, etc.

Behavior / Performance in the classroom or other settings

---maturity, motivation, how s/he works with others, etc.

Skills / Capacities which the applicant needs to develop

---social and/or academic skills in the long run, as well as what s/he should develop during exchange at Waseda

Please use the space below to describe the applicant. (Please delete this sentence.)

【Recommender’s Information】

Name: Position:

Schl/Dept: University:

E-mail address:

Relationship to applicant:

How long have you known the applicant? Year(s)

Signature: Date: / / (month/day/year)

\*Please sign by hand