

Confidential Letter of Reference

Dear Referee:
 The student below is applying to USTEP (University-wide Exchange Program) of the University of Tokyo. Please provide us with your assessment of the student. This information will be used for the application review and will not be used for any other purposes. Note that this form should only be completed by a full-time faculty member, a person with the authority to give official grades to students, of the department where the student is currently enrolled. An assessment by graduate teaching assistants is not accepted. A Japanese language professor's assessment can only be accepted if the student's field is in the area.

***Type directly into the form.**

APPLICANT DETAILS

Family Name		Given Name	
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REFEREE DETAILS

Family Name		Given Name		Title	
E-mail					
Institution			Department /School		
Position	Professor	Associate Professor	Other (Specify)		
Date					

1. How would you compare the applicant's overall academic performance with students you have taught to date?

Truly exceptional (Top 5%)	Outstanding (Top 10%)	Above average (Top 25%)	Average (Middle)	Below average (Lower 50%)

2. In what way would the exchange at UTokyo impact the applicant? (200 words or less)

3. Please give any concerns about the applicant that you feel we should be aware of, if any. (200 words or less)