

HOKKAIDO UNIVERSITY SHORT-TERM EXCHANGE PROGRAM (HUSTEP)

Institute for International Collaboration

Kita 15, Nishi 8, Kita-Ku, Sapporo, 060-0815, JAPAN

## Recommendation Letter

**To be completed by the referee:**

Note: This recommendation should be completed by a faculty member in an academic field closely related to the applicant's major (not a language teacher).

Name of applicant: \_\_\_\_\_

1. How long have you known the applicant? In what capacity?

2. Please rate the applicant's academic ability in comparison with students at the same level of study.

Top 5% \_\_\_\_ Top 10% \_\_\_\_ Top 25% \_\_\_\_ Top 40% \_\_\_\_ Other \_\_\_\_

3. Please rate the applicant in the following areas, using an A~D scale (A = outstanding; B = good; C = average; D = below average; U=unable to evaluate):

Quality of work: \_\_\_\_ Communication Skills: \_\_\_\_ Ability to work with others: \_\_\_\_

Diligence: \_\_\_\_ Motivation: \_\_\_\_ Maturity: \_\_\_\_ Adaptability: \_\_\_\_

4. Please give your candid opinion regarding the applicant's academic performance, character and adaptability. Use a separate sheet of paper, if necessary.

Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Department/University: \_\_\_\_\_

Contact Details: 1) Tel: \_\_\_\_\_ 2) E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** After completing this form, insert it into an envelope, seal and sign your name over the seal. The envelope should be sent either to the applicant or to your institution's International Office.