

HOKKAIDO UNIVERSITY SHORT-TERM EXCHANGE PROGRAM (HUSTEP)

Student Exchange Division, Academic Affairs Department

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: \_\_\_\_\_