|  |  |  |
| --- | --- | --- |
|  | App. No. | \*1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recommender | Name | | Seal or Signature | |
|  | |  | |
| Job Title |  | | | |
| Affiliation |  | | | |
| Contact |  | Relation with  the applicant | |  |

Letter of Recommendation

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant's Name |  | Date |  |
| Please describe the applicant candidly and specifically in English. The entry fields can be expanded. | | | |
| Academic performance/Intellectual abilities (experience and achievements) | | | |
|  | | | |
| Personal qualities (motivation, strengths and weaknesses, potential for success) | | | |
|  | | | |
| Others | | | |
|  | | | |

Note 1. Leave the "App. No." field blank. (\*1)

Note 2. This letter should be sealed in an envelope.

Style of an envelope for a Letter of Recommendation

Front

|  |
| --- |
| Letter of Recommendation  FOR: (Applicant's name)  BY: (Recommender's name) |

Seal or signature of the recommender

Back

|  |
| --- |
|  |

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|  |

Note 1. Use a regular envelope.

Note 2. The envelope must be sealed by the recommender with the seal or signature.