日付 Date:

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| --- | --- | --- | --- | --- |
| 推薦者 Written by | 氏名　Name | | 押印または署名　Seal or Signature | |
| Firstname Lastname(professor) | |  | |
| 所属機関 Affiliation | Your college name and university name | | | |
| 職名 Job Title | Job of your professor | 志願者との関係 Relation to the applicant | | Lecturer |

**推　　　　　 薦 　　　　　書**

**Letter of Recommendation**

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| 志願者氏名 Applicant's Name | Firstname Lastname (Your name) | 受験番号 App. No. | ※ |
| 志願者の学力適性、研究適性、研究業績、研究内容について、英文で記述すること。  Please describe in English the applicant’s ability and scholastic aptitude including achievements in study and/or work. | | | |
| To Whomever It May Concern  I am delighted to submit this letter of reference for Ms/Mr Your Name who has applied for the graduate program in Computer Science at your prestigious University.  I had an opportunity to teach and act as her project guide for yourname during her under graduation in Bachelor of Science (Statistics). I taught JAVA, Database Systems where she demonstrated outstanding qualities from start. I found her completely sincere, trustworthy, highly motivated and actively participated in every opportunity our college had to offer. She always strives to gather knowledge and has been creative in problem solving.  yourname has consistently been amongst the top scorers of her batch, throughout the course of her degree.  She works hard on the tasks assigned and always meet the deadlines. yournmae She is a good team player, analytical, and punctual to her team activities and encourages her peers in completing the activity. She has demonstrated great leadership skills and proved herself to be a valuable student of our department.  Overall, yourname has a very strong sense of community and teamwork with an undeniable passion for the field of Statistics and Computer Science. I am positive that she will prove to be an asset to any college that she is part of. Thus, I strongly recommend her to your esteemed institution and with her the best.  Sincerely,  Professorname,  Lecturer,  Dept of professor,  Collegename and university name.  (seal&signature) | | | |
| 印刷した用紙を枠内に貼り付けてもよい。　Printed sheets can be pasted within this space. | | | |

1. ※欄には記入しないこと。
2. 出身大学の指導教員等、志願者の履修能力、業績等を客観的に証明することのできる者が作成したものであること。
3. 封筒に入れ、封をすること。

Note 1. Do not write in the box marked ※.

Note 2. This letter should be written by one of the applicant's supervisors or employers who can give an objective evaluation on the applicant's academic ability and aptitude.

Note 3. This letter should be sealed in an envelope.

推　薦　書　封　筒　様　式

Style of an Envelope for a Letter of Recommendation

表　Front

|  |
| --- |
| 推薦書　Letter of Recommendation  FOR: （出願者氏名 Applicant's name）  BY: （推薦者氏名 Recommender's name） |

推薦者の印またはサイン

Seal or signature of the recommender

裏　Back

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1. 封筒は通常の定形封筒（横型封筒も可）を使用すること。
2. 推薦者自身が封をして、押印またはサインをすること。

Note 1. Use a regular envelope.

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