



The Human Sciences Undergraduate Degree Program, Osaka University
RECOMMENDATION LETTER COVER SHEET

This portion to be completed by the applicant

INSTRUCTIONS TO THE APPLICANT

Please write down your name, your date of birth and the date of graduation and provide it to your recommender. The recommender must return the completed form with the recommendation letter in a sealed envelope. You need to get two recommendation letters and send these recommendations unopened with other application documents.

Applicant Name _____
Family name/ Surname First name Middle name

Date of Birth (mm/dd/yy) _____ Date of Graduation (mm/dd/yy) _____

This portion to be completed by the recommender

INSTRUCTIONS TO RECOMMENDER

Please place this cover sheet together with your letter of recommendation in an envelope, seal it, sign across the seal and return it to the applicant. We greatly appreciate your assistance in our evaluation of this applicant.

1. Using as a base of comparison other students you have taught at this level, please indicate your evaluation of this applicant's ability by checking the appropriate boxes.

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Academic performance				
Oral communication ability				
Written communication ability				
Problem solving skills				
Leadership skills				
Teamwork skills				
Emotional intelligence				
Resilience (ability to adapt to new situations etc.)				

2. Please indicate the strength of your overall recommendation of this student for this program by checking the appropriate box.

Highly recommended Recommended Recommended with Reservations Not recommended

Recommender's Name (Please print) _____

Position or Title _____

Institution Name _____

Email Address _____

Signature _____ Date (mm/dd/yy) _____