Form #2

2018 (2nd) PhD
Graduate School of Public Policy
The University of Tokyo

# Letter of Reference

Name of Applicant: _____ _____ _____
Family Name First Name Middle Name
( ) Mr. ( ) Ms.

To the Applicant:
Please fill in your name above, and pass this Form #2 to the referee to ask for a confidential reference to be returned to you.

To the Referee:
The person named above is applying for admission to the Doctoral Program at the Graduate School of Public Policy, the University of Tokyo.
Please write *an Academic or Professional* reference for the applicant addressing the comments that follow on your own letterhead or stationery.

*Academic* Letter of Reference:
- academic performance, intellectual ability, potential for research or creativity
- dominant traits (e.g. leadership, team-work)
- characteristics and attributes

*Professional* Letter of Reference: (If the applicant has full-time job status)
- quality of work performance, professional strengths and achievements
- competencies (e.g. relationship management, communication skills)
- characteristics and attributes

Submission instructions:
Please complete this form, and attach a reference for the applicant on your own letterhead or stationery, in a sealed envelope, with your signature across the seal in order to ensure confidentiality. Please return the sealed envelope together with this form (Form#2) to the applicant so that he/she can include your letter with his/her application materials before submitting.
You may also, if you prefer, send the reference directly to GraSPP (please note the address below). If you choose to send us the form directly, please advise the applicant accordingly.

Name of Referee: _____ _____ _____
Family Name First Name Middle Name

Position: _____ Institution: _____

Address: _____

_____

Email: _____ Phone: _____

Signature: _____ Date: _____

Admissions Office, Graduate School of Public Policy
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
E-mail (For inquiries only - not for submission of letters): ppin@j.u-tokyo.ac.jp