

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. At least one letter must be written by your academic supervisor or a person who can attest your academic performance.

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: _____

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