Letter of Reference

Form #2

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| --- | --- | --- | --- |
| 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. 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.

*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:**

**PDF format:** please send a letter on your own letterhead with this form in one PDF file **by 5pm on Friday, 16th December, 2022 (JST)** directly to the e-mail address below.

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| --- | --- | --- | --- |
| Name of Referee | Family Name | First Name | Middle Name |
|  |  |  |
| Position | | Organization | |
|  | |  | |
| E-mail | | Phone number | |
|  | |  | |
| Address | | | |
|  | | | |
| Signature | | Date | |
|  | | Select the date | |

PhD Desk, Graduate School of Public Policy

The University of Tokyo  
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan  
E-mail: ppin.j@gs.mail.u-tokyo.ac.jp