Form #1

Letter of Reference

**To the Applicant:**

At least one letter must be written by your academic supervisor or a person who can attest your academic performance. Referee can download this format from a designated link after the request message for the letter of reference has been sent to the referee through the Web Application System.

**To the Referee:**

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, teamwork)
* 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 upload and submit the letter of reference on your own letterhead with this form in one PDF file to the Web Application System **by the designated deadline which is stated in the request e-mail**. Please note that the deadline for the submission of the letter of reference is one day earlier than the application deadline, and applicants cannot complete their applications until the referees have submitted their letter of reference.

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

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