

<全学部共通>

<記入は日本語でも英語でも構いません>

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## Letter of Recommendation

To: President, Tokyo University of Foreign Studies

**Name of Applicant:**

\_\_\_\_\_ (Surname)

\_\_\_\_\_ (Given names)

**Gender:**      Male      Female

**Date of Birth (dd/mm/year):** \_\_\_\_\_

**Date of (Expected) Graduation (dd/mm/year):** \_\_\_\_\_

This letter may be completed by the principal, a homeroom teacher, a guidance counselor or a subject teacher who is familiar with the applicant's overall ability as demonstrated at the institution where the applicant is/was enrolled as a regular student. In case the letter is not prepared by the principal, the writer of the letter must be authorized to recommend the applicant to TUFS on his/her behalf, fill out the sections "Principal's Information" and "Respondent's Information" at the end of this form, and obtain a signature or an official school stamp from the principal. Please note that we do not accept e-signatures. This form may be completed in English or Japanese.

After completing this form, please seal it in an envelope and sign across the seal, then return it to the applicant so that it can be included with the application.

### **(1) Evaluation of Applicant**

### **(2) Estimated Rank in Class**

Applicant's rank is (                      ) from the top / total size of class (                      ) students.

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**(3) Applicant's Personality**

**(4) Applicant's Extra-curricular Activities**

**(5) Other Special Talents and Essential Information**

**Principal's Information**

Legal Name (Surname, Given names)			
Title/Position and Name of School			
Phone		E-mail	

**Principal's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Respondent's Information \*Please fill out if the writer of the letter is not the principal.**

Legal Name (Surname, Given names)			
Title/Position and Name of School			
Phone		E-mail	

**Respondent's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_