**Letter of Recommendation – Cover Letter**

**<April 2024 Admission> School of Japan Studies Entrance Examination (English-Speaker track)**

**Applicant’s Information**

|  |  |
| --- | --- |
| Legal Name (Surname, Given names) |  |
| Date of (Expected) Graduation (Month, Year) |  |

**Principal’s Information**

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

Principal’s Signature: Date:

(Official stamp of the institution)

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

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

Respondent’s Signature: Date:

**Instructions**

1. Please complete a cover letter using this form and prepare a letter of recommendation on a separate sheet.
2. The letters must be completed by the principal or the head of the high school because this exam is based on high school recommendation.
3. In case the letters are not prepared by the principal, the writer of the letters must be authorized to recommend the applicant to TUFS on applicant’s behalf, obtain a signature from the principal on this cover letter, and fill out above Principal’s Information and Respondent’s Information.
4. Please address the letter of recommendation to Professor Kayoko HAYASHI, the President of Tokyo University of Foreign Studies. Evaluate the applicant on the following four aspects: (1) Evaluation of the applicant, (2) Applicant’s personality, (3) Applicant’s extra-curricular activities, (4) Other special talents and essential information. Have it printed on a school letterhead.
5. Please sign by hand both the cover letter and the letter of recommendation with an official stamp of the institution so that we know that both letters are original. We do not accept e-signatures.
6. Please seal the letters in an envelope, sign across the seal, and give it to the applicant, so that it can be included in applicant’s application.
7. If letters are prepared without following the six instructions above, applications may not be accepted.