

## Letter of Recommendation – Cover Letter

<April 2026 Admission> School of Japan Studies Entrance Examination (English-Speaker Track)

### Applicant's Information

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

### Principal's Information

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

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Official stamp of the institution)

### Recommender's Information \*Please fill out if the writer of the Letter of Recommendation is not the principal.

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

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

1. Please complete this 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.
3. In case the Letter of Recommendation is not prepared by the principal, the writer of the Letter of Recommendation must be authorized to recommend the applicant to TUFS. And they must obtain a signature from the principal on this Cover Letter, and fill out the Principal's Information and Recommender's Information above.
4. Please address the Letter of Recommendation to Professor Nobuo HARUNA, the President of Tokyo University of Foreign Studies. Please write the Letter of Recommendation based 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 the Letter of Recommendation printed on a school letterhead.
5. Please sign by hand and stamp both the Cover Letter and the Letter of Recommendation with the official stamp of the institution so that we know that both letters are original. We do not accept e-signatures.
6. Please upload the Letter of Recommendation and Cover Letter as one PDF file using the "Letter of Recommendation Submission Form".

If the Letter of Recommendation and Cover Letter are prepared without following the six instructions above, applications may not be accepted.

Thank you for your time and cooperation.