**Letter of Recommendation**

Applicant’s full name:

*To the recommender:*

*Thank you for agreeing to provide this letter of recommendation. Please complete BOTH Parts I and II, and return the form to the applicant in a sealed envelope with your signature across the back seal, OR mail directly to:*

 Admissions Division, Discovery Program for Global Learners, Okayama University

 2-1-1 Tsushima-naka, Kita-ku, Okayama 700-8530 JAPAN

Recommender’s name and job title:

School, company, or professional affiliation:

Address:

Phone number: E-mail:

Relationship to applicant: How long have you known the applicant?

**PART I:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4(superior) | 3(good) | 2(sufficient) | 1(needs work) | unable to judge |
| self discipline, planning, and time management skills |  |  |  |  |  |
| ability to adapt to new situations and environments |  |  |  |  |  |
| ability to cooperate and work with others |  |  |  |  |  |
| creativity/problem-solving skills |  |  |  |  |  |
| leadership skills |  |  |  |  |  |
| communication skills (written and spoken)  |  |  |  |  |  |

**PART II:** Do you feel this applicant has the ability to succeed in a multi-cultural environment? Please add comments to highlight or clarify the applicant’s strengths or weaknesses. Attach a separate sheet as necessary.

Recommender’s signature: Date:

*\* The Letter of Recommendation* *must be in English or Japanese.*