

LETTER OF RECOMMENDATION

To the recommender: As part of the application for the International Graduate Program on Civil and Environmental Engineering at Saitama University (<https://intl.civil.saitama-u.ac.jp/>), two recommendations from individuals well-acquainted with the applicant are required. We kindly request your assistance as one of the recommenders in completing this form. Please fill out the form and send it directly to fso@sun.civil.saitama-u.ac.jp. You may type or fill it by hand and scan for submission. Kindly use your professional email address when submitting.

Name of Applicant: Nationality:

Name of recommender:

Position / Title:

Organization:

Address:

Email: Telephone No.: Facsimile No.:

How long (years, months) have you known the applicant?

Under what circumstances have you known the applicant?

How often have you observed him/her? ☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely

In comparison with other students in the same field, how would you rate the applicant's overall scholastic ability?

☐ Truly exceptional --- One of the best you have known.

☐ Outstanding --- Top 5%

☐ Average --- Upper 50%

☐ Excellent --- Top 10%

☐ Below average --- Lower 50%, but recommended

☐ Good --- Strong ability, but not in the top 10%

☐ Not recommended

Some gifted individuals may get mediocre scholastic records. In your opinion, is the applicant's scholastic record an accurate index of his/her scholastic ability? ☐ yes ☐ no ☐ don't know

If you answer 'no', please explain briefly:

Evaluate the applicant's ability to work with others ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Evaluate the applicant's English proficiency (Writing) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

English proficiency (Speaking) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Your overall evaluation of the applicant: ☐ Strongly recommended ☐ Recommended
☐ Recommended with reservation ☐ Not recommended

Additional comments, if any:
(you may use additional sheet(s)
as necessary)

Signature:

Date: