

## To Whom It May Concern

Letters of Recommendation Instructions for GBP (Global Business Program), SCOPE (Sustainability Co-creation Programme), and IGESS (Institute for Global Economics and Social Sciences), HOSEI University.

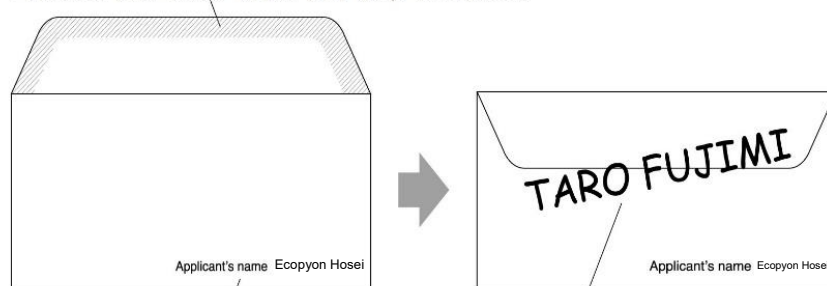
Here are the extract of *Application Guidelines for Self-Recommendation (Fall Admission)* regarding Letters of Recommendation. Please make sure to follow the instructions below. If there are any lack of them, Hosei University may contact the recommender and ask for submission again.

### Instructions:

- [1] The university requires letters of recommendation written in either English or Japanese from **two full-time teachers** at your current high school or the high school you graduated from. The letters of recommendation must have been written no more than six months prior to the application.
- [2] Use the form designated by Hosei University. Print out the form the website.
- [3] The recommender must sign or put a seal in the signature space at the bottom of the letter of recommendation. The signature must be handwriting. Letters without the recommender's signature will not be accepted.
- [4] Once the letter of recommendation is written, the recommender must enclose the letter in an envelope, **then seal and sign across the flap.**  
(See the diagram below.)



Back Enclose the letter in an envelop and seal.



Write the applicant's name in English.

Sign across the flap.

- ◆ Contact information for inquiries concerning the screening, the qualification for applicants, the acquisition of status of residence

**GBP/SCOPE Office, Hosei University**

**E-mail: [ebdp-i@ml.hosei.ac.jp](mailto:ebdp-i@ml.hosei.ac.jp)**

2-17-1 Fujimi, Chiyoda-ku, Tokyo, 102-8160 Japan

**IGESS Office, Hosei University**

**E-mail: [ebdp-i@ml.hosei.ac.jp](mailto:ebdp-i@ml.hosei.ac.jp)**

(Ichigaya Campus) 2-17-1, Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan

(Tama Campus) 4342, Aihara-machi, Machida-shi, Tokyo, 194-0298 Japan

TO: HOSEI UNIVERSITY

## LETTER OF RECOMMENDATION

To the Applicant : Please fill in your official fullname before giving it to a full-time teacher at your current high school or the high school you graduated from. **Please note we will reject letters that are unsealed and do not have the recommender's signature.**  
Send with the other application documents.

志願者の方へ : 現在在籍する高校または卒業した高校の専任の先生にお渡しする前に、出願者の正式な氏名をご記入ください。  
開封された推薦状や署名の無い推薦状は無効となりますのでご注意ください。また、推薦状は他の出願書類と一緒に送付してください。

Applicant's Name (In English)

志願者氏名 (英語)

(First)

(Middle)

(Last)

To the recommender : Please assess the applicant in terms of the qualities listed below. And before returning to the applicant, please enclose this letter in an envelope, seal, and sign your name across the flap. **Please note we will reject letters that are unsealed and do not have your signature.**

推薦者の方へ : 下記の質問項目にご回答の上、厳封し志願者にご返送ください。開封された推薦状や署名の無い推薦状は無効となります。

1. How long have you known the applicant ?

どの位の期間志願者を知っていますか。

2. What is your relationship to the applicant?

どのような関係で志願者を知っていますか。

3. In comparison with other students you have known, how do you rate the applicant with respect to the following qualities ?

他のあなたの接した学生と比較し、志願者の下記の資質について評価してください。

◆Intellectual capacity (知的能力)

Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Imagination/Creativity (思考力、創造力)

Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Communication skills (コミュニケーション能力)

Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Ability to work with others (協調性)

Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Independent (自立性)

Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Leadership (指導力)

- Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

◆Problem-solving skills (問題解決能力)

- Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

4. In comparison with other students you have known, how would you rate the applicant's academic achievements?

他のあなたの接した学生と比較して、志願者の学業成績を評価してください。

- Outstanding 極めて優れている     Good よい     Average 普通     Below average やや劣る     Poor 劣る     Unable to judge 判断不可能

5. Comprehensive Evaluation

本学への入学に関し総合的な判断をお示してください。

- Strongly recommended 強く推薦する     Recommended 推薦する     Recommended with some reservations どちらともいえない     Do not recommend 推薦しない

6. The University requires additional comments concerning the applicant. Should you require additional space for your comments, please attach additional sheets as necessary. In that case, the name, date, and signature of the recommender should be written on each additional sheet having a school letterhead.

選考に際し参考となると思われる志願者の所見や特記事項等をお書きください。必要に応じ別紙を添付しても結構です。その場合、学校のレターヘッド付の用紙に推薦者の氏名、日付、署名を記入してください。

Recommender, Full Name

推薦者氏名

Date

日付

School Name

学校名

Position/Title

役職

Address

住所

TEL 電話番号:

E-mail メールアドレス:

Recommender, Signature

推薦者署名または押印

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Please check the following before sealing the envelope (封入前に以下をご確認ください):

- Have you filled in all the items? すべての項目に記入しましたか。
- Did you provide your handwritten signature? 署名は手書きしましたか。
- If you attached an additional sheet, did you write your name, date and handwritten signature on the sheet(s)? 別紙を添付した場合、推薦者の氏名、日付、署名を記入しましたか。
- The RECOMMENDER must put the letter in an envelope, seal it, and sign it across the flap. 推薦者自身が推薦書を封入、厳封し封筒ふた部分に署名をしてください。

\*If the above are not followed, Hosei University may contact the recommender and ask for resubmission.