**To those who will write a recommendation letter for an applicant**

**FORM D**

This is an evaluation form from Nagaoka University of Technology.

Please fill out the blanks on this paper and put it in a sealed envelope with your signature and give the sealed letter to the applicant. He/She should forward it to our university unopened.

This form may be used as a recommendation letter.

**Nagaoka University of Technology**

**RECOMMENDATION LETTER**

|  |
| --- |
|  |

**TO THE PRESIDENT OF NAGAOKA UNIVERSITY OF TECHNOLOGY**

Applicant’s name:

(type or print)

family

first

middle

1. How long and under what circumstances I have known the applicant.

2. I rate the applicant in terms of the items listed below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | poor  lower 50% | fair  top 50% | Good  top 25% | very good  top 15% | excellent  top 5% | not  known |
| academic performance |  |  |  |  |  |  |
| intellectual potential |  |  |  |  |  |  |
| analytical ability |  |  |  |  |  |  |
| creativity |  |  |  |  |  |  |
| motivation |  |  |  |  |  |  |
| independence |  |  |  |  |  |  |
| maturity |  |  |  |  |  |  |
| cooperation with others |  |  |  |  |  |  |
| English skill (written) |  |  |  |  |  |  |
| English skill (oral) |  |  |  |  |  |  |

3. My opinion on the possibility of the applicant’s success in the course.

4. My overall evaluation of the applicant.

□strongly recommended □recommended □recommended with reservation □not recommended

RECOMMENDER’S NAME

IN ROMAN BLOCK CAPITAL

NAME OF INSTITUTION:

TITLE / POSITION：

E-MAIL / PHONE：

SIGNATURE / DATE: