

Reference letter

To President of Sophia University

1. Applicant's Name: _____

2. Intended Program : Department : _____

Major : _____

Intended degree : M.A. / Ph.D.

3. How long and in what capacity have you known the applicant?

4. How do you assess the applicant's academic ability, suitability and motivation to study at Sophia?

• Academic ability

excellent good average poor no comment

• Suitability

excellent good average poor no comment

• Motivation

excellent good average poor no comment

5. Please evaluate applicant's personality

• Motivation for learning

excellent good average poor no comment

• Leadership

excellent good average poor no comment

• Creativity

excellent good average poor no comment

• Cooperativeness

excellent good average poor no comment

6. To what extent do you recommend applicant to Sophia's Graduate Program?

Strongly recommend

Recommend

Recommend with condition

(condition : _____)

Do not recommend

No comment

7. Please write below if you have any remark on applicant's strong points and shortcomings.

Your Name: _____

Your Institution: _____

Your Position: _____

Address: _____

Tel: _____

Signature: _____

Date: _____

To the recommender: After completing this form please place it in a sealed envelope with your name and signature across the seal. Return this form directly to the applicant who will then send it to Sophia University along with other application documents. Thank you for your cooperation.