



Meiji Gakuin University
Department of Global and Transcultural Studies,
Faculty of International Studies
Type of entrance examination: AO (Type A) 2026

For the teacher writing a recommendation

- Applicants to the Department of Global and Transcultural Studies via the AO (Type A) examination in the Faculty of International Studies of Meiji Gakuin University (Japan) are required to submit letters of recommendation.
- These letters are an important part of our application process, because we value your estimation of the candidate's academic potential in college. Please describe the candidate's academic strengths AND weaknesses, and their ability to adapt to new environments and challenges.
- Please follow the following steps to write your recommendation.
 - 1) Complete the "Evaluation Form" on the next page.
 - * You should provide only your school email address.
 - * You must provide your school address and phone number.
 - 2) Write your recommendation letter in English or Japanese and sign your name (handwritten signature) at the bottom of your letter.
 - * Your letter must be written on school letterhead -and be sealed in an envelope with the school letterhead on it .
 - * If the school does not have school letterhead, you must stamp the letter with the school seal -and use plain paper.
 - * If the letter lacks both letterhead and the school stamp we will not be able to accept the letter. Please make sure whether it is clear to recognize the letter is in an official style.
 - 3) Enclose the recommendation letter and Evaluation Form in a sealed envelope with your signature across the sealed flap.
 - 4) Give the envelope to the applicant.
- The university may contact you to confirm the contents of the letters of recommendation.

推薦書を執筆する先生へ

- 明治学院大学 国際学部 国際キャリア学科 自己推薦 AO(A)入学試験の志願者は、推薦書を提出する必要があります。
- 推薦書は、本学の選考過程において重要な役割を担っています。また本学では、受験者の学習能力に対する推薦者の評価を重要視しています。受験者の学業面での長所と短所、新しい環境や課題への適応能力について記述してください。
- 以下の手順に従って、推薦書をお書きください。
 - 1) 次のページの「Evaluation Form」を記入する。
 - * 必ず学校の Email アドレスをご記入ください。
 - * 学校の住所と電話番号をご記入ください。
 - 2) 英語または日本語で推薦文を書き、下部に署名（直筆のサイン）をする。
 - * 学校名の入った便箋と封筒をご利用ください。
 - * 学校名の入った便箋を作成していない学校の場合は、市販の便箋に必ず学校印を押してください。
 - * 学校で作成した公式の便箋でなく、学校印も押されていない場合は受理できません。公式な推薦文であることが客観的に判断できるような形式となっていることをご確認ください。
 - 3) 推薦文と Evaluation Form を封筒に封入し、封をした部分をまたぐように署名してください。
 - 4) 封筒を志願者へ渡してください。
- 推薦文に記載された内容について確認するために、本学から連絡する場合があります。

Evaluation Form

Please write the applicant's name and compare him or her with others of his or her age by checking (✓) the appropriate box. Please write your profile and sign your name at the bottom.

【 Teachers 】 Please rank the applicant among their peers in the same class year.

Regarding the applicant:

Applicant's full name	
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	Cannot judge	Below 50%	In top 50%	Average (top 30%)	Good (top 20%)	Excellent (top 10%)
Critical thinking skills						
Ability in spoken English						
Ability in written English						
Ability to read English						
Ability to engage others in discussion						
Adaptability						
Leadership						
Tolerance						
Self-discipline						
Motivation to study						
Group-work ability						

Regarding the writer:

Name (full name)	
Email (Your school email is preferred.)	
Affiliation (School)	
Full School Address (including city and country) and Phone Number	
How long have you known the applicant?	
In what context or capacity?	

Writer's handwritten signature: _____ Date: _____