



Meiji Gakuin University
Department of Global and Transcultural Studies,
Faculty of International Studies
Type of entrance examination: AO (Type A) 2027

For the Teacher Writing the Recommendation

- Applicants to the Department of Global and Transcultural Studies via the AO (Type A) Admission Examination in the Faculty of International Studies of Meiji Gakuin University (Japan) are required to submit letters of recommendation.
- These letters constitute a vital component of our admission process, as we deeply value your assessment of the candidate's academic potential for university-level study. Please describe the candidate's academic strengths **and** weaknesses, as well as their ability to adapt to new environments and challenges.
- Please follow these steps to complete your recommendation:
 - 1) Complete the "Evaluation Form" on the next page.
 - Note: You must provide your school email address only (personal email addresses are not accepted).
 - Note: You must provide your school's physical address and phone number.
 - 2) Write your recommendation letter in English or Japanese, and provide your handwritten signature at the bottom of the letter.
 - * Your letter must be written on official school letterhead and sealed in a school letterhead envelope.
 - * If your school does not utilize official letterhead, you must use plain paper and stamp the letter with the official school seal.
 - * Please note that if the letter lacks both official letterhead and the school seal, it will not be accepted. It must be clear and recognizable as an official document.
 - 3) Place both the recommendation letter and the Evaluation Form inside the envelope, seal it, and sign across the flap of the envelope.
 - 4) Return the sealed envelope to the applicant.
- Please note that the university may contact you directly to verify the contents of this recommendation letter.

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 evaluate them in comparison with their peers by checking (✓) the appropriate boxes. Please complete your profile and provide your signature at the bottom of this form. Please rank the applicant among their peers in the same graduating 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						
Spoken English proficiency						
Written English proficiency						
English reading comprehension						
Ability to engage others in discussion						
Adaptability						
Leadership						
Tolerance						
Self-discipline						
Academic motivation						
Collaboration & group-work ability						

Regarding the Recommender:

Full Name	
Official Email Address (You must provide your official school email address)	
School Affiliation	
Full School Address (including city and country) and School Phone Number	
How long have you known the applicant?	
In what context or capacity?	

Date (yyyy/mm/dd): _____

Writer's Handwritten Signature: _____