



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

For the person 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 follow the following steps to write your recommendation.
 - 1) Complete the “Evaluation Form” on the next page.
 - 2) Write your recommendation letter in English or Japanese and sign your name at the bottom of your letter.
 - 【For Teachers】
 - Please use school letterhead and school envelope.
 - If the school does not have school letterhead, please stamp the school seal on commercially available letterhead.
 - 【For Other Writers】
 - Please use commercially available letterhead and envelope.
 - 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.

推薦書を執筆する方へ

- 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。
- 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。
 - 2) 英語または日本語で推薦文を書き、下部に署名をする。
 - 【教員の方へ】
 - 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、市販の便箋に学校印を押してください。
 - 【その他の方へ】
 - 市販の便箋と封筒をご利用ください。
 - 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.

【Other Writers】 Please compare the applicant with other people you know of the same age group.

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	
Affiliation (School /Company, Organization)	
Full Work Address (including city and country)	
How long have you known the applicant?	
In what context or capacity?	

Writer's signature: _____ Date: _____