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| ttps://pbs.twimg.com/profile_images/747299623987871744/12HA3ksc.jpg | **General Recommendation Form for Graduate Admission for**Graduate School of International Peace Studies**Soka University**1-236 TangimachiHachioji, Tokyo 192-8577 Japan |

**INSTRUCTIONS:**

TO THE APPLICANT:

Please complete Part A and share the format with your referees. Then, register the email addresses of your referees (recommenders) on [the TAO platform](https://admissions-office.net/en/applicant/sign_in). The TAO system will automatically send an email invitation to each referee with a link to the recommendation submission form.

Once your referee receives the email, they will be guided to create a TAO account, fill in the required information, and upload the signed recommendation form in PDF format.

TO THE RECOMMENDER:

You will receive an automatic email from TAO requesting you to submit a recommendation letter.

Please click the URL provided in the email and register your TAO account using an email address you use regularly (important notices may be sent to this address).

For detailed instructions, please refer to [the TAO User Manual for recommenders](https://wwwstorage.soka.ac.jp/3717/5393/9519/TAO.pdf) and [the official TAO Help Page](https://admissions-office.net/en/faq/recommender_sign_up).

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| **PART A: TO BE COMPLETED BY THE APPLICANT** |

Please type or print clearly:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Last name |  | First name |  | Middle / Other names |
|  |  |  |  |  |  |  |  |  |  |
| Address: |  |
|  |  |

Applicant Statement:

I understand this letter of evaluation is to be received and maintained in confidence by Soka University, Tokyo, Japan for admission consideration for graduate status. I hereby expressly waive any and all rights I might have of access to this evaluation under any/or all laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and/or the right to request an amendment of this letter.

[ ]  I **agree** to waive access to this letter of recommendation (form).

[ ]  I **do not agree** to waive access to this letter of recommendation (form).

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART B: TO BE COMPLETED BY THE RECOMMENDER** |

TO THE RECOMMENDER: We would appreciate your opinion of the applicant listed above for graduate admission to Soka University, Tokyo, Japan. The university is particularly interested in an evaluation of the applicant’s potential for academic and professional achievement in the field of humanities and the social sciences. Explicit descriptions of academic strengths and weaknesses are more helpful to the candidate than routine praise. Comments about character, integrity or motivation are also appreciated. Rankings should be related to other students in the same class or academic program or other persons of comparable experience.

Please type or print clearly:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Last name |  | First name |  | Middle / Other names |
|  |  |  |  |  |  |  |  |  |  |
| Employer: |  |
| Address: |  |
| Email: |  |
| Contact Number: |  |
| Relationship to applicant (e.g., instructor, professor, supervisor): |  |
| How many years have you known the applicant?  |  |

Based on your knowledge of the applicant, please rate the applicant’s promise as a graduate student (in comparison to his or her peers) on the following criteria by checking the corresponding boxes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Below Average** | **Average** | **Above Average** | **Top 10%** | **Inadequate Opportunity to****Observe** |
| Research Aptitude  |[ ] [ ] [ ] [ ] [ ]
| Intellectual Ability  |[ ] [ ] [ ] [ ] [ ]
| Ability to work with others  |[ ] [ ] [ ] [ ] [ ]
| Creativity and imagination  |[ ] [ ] [ ] [ ] [ ]
| Maturity  |[ ] [ ] [ ] [ ] [ ]
| Self-confidence  |[ ] [ ] [ ] [ ] [ ]
| Communication skills - Oral |[ ] [ ] [ ] [ ] [ ]
| Communication skills - Written |[ ] [ ] [ ] [ ] [ ]
| Analytic Ability  |[ ] [ ] [ ] [ ] [ ]
| Motivation  |[ ] [ ] [ ] [ ] [ ]
| Potential in Career Field |[ ] [ ] [ ] [ ] [ ]

Please indicate the strength of your overall endorsement of the applicant for graduate work:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  **Highly Recommend**  | [ ]  **Recommend**  | [ ]  **Do not recommend**  | [ ]  **Unable to Observe**  |
| **PART C: TO BE COMPLETED BY THE RECOMMENDER** |

Recommendation Letter:

In addition to the specific ratings above, please write an assessment of the applicant’s scholarship, personality, character and professional promise. Please use the space below or attach a letter on clearly identified, official academic or business letterhead paper, signed by you.

Please discuss topics such as:

|  |  |
| --- | --- |
| * performance in independent study or in research groups
* intellectual independence
* research interests
* capacity for analytical thinking
 | * ability to work with others
* ability to organize and express ideas clearly, and
* drive and motivation.
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|  |
|  |
|  | Digital Signature |  | Date |

*Thank you very much for taking the time to write this recommendation for the applicant.*