*TO THE RECOMMENDER*

* *The recommendation letter should be in English or Japanese.*
* *The recommendation letter should be typewritten or printed in block letters.*
* *Meiji University may directly contact you. Include your official contact information.*
* *Enclose the recommendation letter in a sealed envelope, signed across the flap, or sealed with the school stamp.*
* *A digitalized or scanned copy of the recommendation letter (PDF file only) (digitalized signature is acceptable) can only be accepted if you send it from an* ***official email address under the school domain, which can be confirmed on the official school website****. Submit to ET Admissions Office at <etadmissions@mics.meiji.ac.jp>.*

*Thank you in advance for your cooperation.*

***RECOMMENDATION LETTER***

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s full name in English  (as written in their passport) | | |  |
| (Last) (First) (Middle) |
| 1. | How long have you known the applicant and in what capacity? | | |
|  | | | |
| 2. | Please describe the applicant’s personality, their attitude toward their studies, and the interests they wish to pursue in their future studies. | | |
|  | | | |
| **Recommender’s information**　\*As the recommender, we need you to supply all of the information listed below. | | | |
| Signature\* (Handwritten) | |  | |
| Full name\* | |  | |
| Position\* | |  | |
| School/Institution/Organization\* | |  | |
| **Official** telephone number\* | |  | |
| **Official** e-mail address\* | |  | |
| [If submitting this recommendation letter by email]  The above e-mail address can be confirmed on the official school website below: | |
|  | |