

Guidelines for Professional Recommendation Form

TO THE APPLICANT

Please fill in your name on the form (“<Applicant>”) and give the PDF form or printed form (**must be printed on single sided paper**) to the person who will serve as a recommender. **Your recommender should return the form to you in the sealed and signed envelope. Enclose the sealed and signed envelope with your application materials.**

***The form must be original, any photocopy or email submission will not be accepted.**

TO THE RECOMMENDER

This person is applying for the MBA Program in International Business, University of Tsukuba. Your evaluation of this applicant is important in the admission process. We are particularly interested in the candid comments of individuals familiar with the applicant’s professional accomplishments, personal attributes and ability to handle graduate level work.

Note 1: Please use this form and write your evaluation either in **English or Japanese**. If the recommendation is written in other languages, that should be translated by the third party and attached with the original. Regardless of the language used in the Form, it will NOT affect the evaluation.

Note 2: We only provide the form in PDF format. You may directly type in the relevant section and print it, or print and complete this form by hand. **The form must be printed on single-sided paper.**

Note 3: **Please make sure you put your signature by hand on the bottom of the form.**

Note 4: Please return the form to the applicant, sealed in an envelope, and signed across the seal. You may put the form in any envelope.

Note 5: **The applicant will submit the form in the sealed, signed envelope together with other application materials. Any forms without recommender’s hand-written signature and NOT submitted in the sealed and signed envelope will not be accepted.**

As the application materials are time-sensitive, your prompt assistance is highly appreciated.

上記志願者は、本学国際経営プロフェッショナル専攻への出願を予定しております。皆様からの推薦状も、入学試験において評価の対象となります。つきましては、当該志願者の業績、人柄や大学院レベルの業務対応能力などについて、率直なご意見をご記入ください。

注 1: 必ず所定様式をご使用いただき、**英語または日本語**でご記入ください。それ以外の言語の場合、第三者が翻訳した翻訳版を原本に添付してください。推薦状に使用された言語が評価に影響することはございません。

注 2: 様式は PDF 形式でのみ提供いたしますが、署名欄を除き、直接ご入力いただけるよう処理をしております。入力後にご印刷いただくか、あるいは印刷して手書きでご記入ください。**印刷時は片面でご印刷ください。**

注 3: **様式の署名欄には必ず直筆でご署名ください。**

注 4: **ご記入後は必ずご自身で封をしていただき、封筒裏面の封をした箇所に直筆にて再度ご署名ください。**なお、封筒の形式は自由です。

注 5: **志願者は未開封の封筒を、そのほかの出願書類と合わせて本学へ提出します。直筆署名の無いもの、厳封されていないものは受理できませんのでご注意ください。**

出願期限までに余裕をもって準備できるように、厳封後の封筒は、志願者本人へ速やかにお渡しく下さい。

ご協力よろしくお願い申し上げます。

**MBA Program in International Business
Graduate School of Business Sciences
University of Tsukuba**