



**Tokyo University of Foreign Studies (TUFS)  
Master's Program, Global Studies/Japan Studies**

**Guideline to Write a Recommendation Letter  
for TUFS Master's Program by Entrance Examination by Recommendation**

Dear Mr./Ms. Respondent

1. Please write a recommendation letter attached on [Page 2] of this document.
2. After you complete writing the recommendation letter, enclose the letter in an envelope, seal the envelope and sign across the seal. The envelope shall be returned to the applicant.
3. **If the applicant is applying for Master's Program in Global Studies**, if necessary, please include your opinion within the letter regarding proficiency of language which are relevant to the applicant's research proposal.
4. **If the applicant is applying for Master's Program in Japan Studies**, please include your opinion within the letter regarding the following three points:
  - (1) Applicant's knowledge and understanding that he/she has acquired in his/her undergraduate education in relative to the field in TUFS Master's Program he/she is applying for
  - (2) Applicant's aptitude for studying at graduate level in the field he/she is applying for
  - (3) Applicant's Japanese proficiency (in case the applicant is not a native Japanese speaker)

Application Number

\*Leave Blank



東京外国語大学  
Tokyo University of Foreign Studies

## RECOMMENDATION LETTER

### Entrance Examination by Recommendation for TUFS Master's Program

To: The President of Tokyo University of Foreign Studies

Respondent's Name: \_\_\_\_\_

Please write your name in English.

Respondent's Title/Position and Affiliation: \_\_\_\_\_

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I endorse the following person as an applicant for TUFS Master's Program and recommend him/her as being an outstanding person with remarkable personality and academic abilities.

1. Applicant's Information (Fill in and circle)

Name of the Applicant		Gender Male / Female
Master's Program applying for	Global Studies / Japan Studies	
Course applying for		

2. Please write your recommendation on the applicant.

[Attention to the Respondent] Please check the details written on [Page 1] (especially for those applying for Master's Program in Japan Studies).