

Letter of recommendation Department of Civil and Environmental Engineering, Tohoku University

Details of applicant

Name:

Current or most recent affiliation:

Graduate school and major to be admitted:

Intended course of study:

Intended supervisor and field of study:

To applicant: Complete the above form and send it electronically to your recommenders and ask them to fill in the fields below and return it to the Graduate School of Engineering. Note that the Department of Civil and Environmental Engineering may make direct inquiries to the recommenders regarding this letter and any other matters concerning the applicant.

To the prospective supervisor: Please instruct the applicant to fill in each field of the above form correctly.

Dear Recommender: The above-mentioned applicant wishes to be admitted to the above-mentioned department and to be supervised by a faculty member belonging to that department. The opinion of a recommender of the applicant's choice is required for admission. Please provide your honest assessment of the applicant in the space provided below in Japanese or English. After filling out the form, please e-mail the form directly to the address specified at the end of this document, without returning to the applicant. We do not accept submissions by fax. We thank you for your time and effort in preparing this letter.

Please note that this letter of recommendation must be filled out and signed by the person making the recommendation. If it is found that someone other than the recommender has filled in or signed the following fields, the admission may be cancelled even after the fact.

A. Please provide the name, title or position, affiliation, address, telephone number, and e-mail address of the recommender below.

B. Please answer all of the following questions

1. Please indicate the number of years (or months) that you have known the applicant: **XX** years / months
2. Please select one of the following relationships between the applicant and you. If there is more than one, please select the one you think is most representative: *Department head, Academic supervisor, Dissertation review committee member, Class lecturer, Employer, Supervisor at work, Other (Specify)*
3. Please select the frequency with which you have observed the applicant at school, at work, or on other occasions from the following list: *daily, weekly, monthly, less than monthly, never.*

4. Compared to the applicant's classmates or colleagues that you know at your university (or research institute or company), how would you rate the applicant on the following items? Please select one from the following.
- (1) Academic and scholarly competence and achievement: *Top 5%, Top 1/3, Top 2/3, lower 1/3, NA*
 - (2) Ability to communicate in Japanese or English: *Top 5%, Top 1/3, Top 2/3, lower 1/3, NA*
 - (3) Personality, such as cooperativeness, perseverance, sincerity, etc.: *Top 5%, Top 1/3, Top 2/3, lower 1/3, NA*
5. Please indicate your judgment as to whether or not you can recommend the applicant as a suitable person to study the research field for which he/she is applying as a student of the graduate school of Tohoku University in the major and course for which he/she is applying. In addition, please explain the specific reasons for your judgment based on the multiple evaluation axes including the evaluation items from 4. (1) to (3).
- Recommender's judgment: *A. can strongly recommend, B. can recommend, C. cannot recommend very well, D. cannot recommend*
 - Reason of your judgement (You may also enclose a separate letter in any format instead of filling in the form below. In that case, please indicate this below and sign your name in the space provided below).

Signature of recommender

Date

Important: Please do not return this letter of recommendation to the applicant but e-mail it to: Graduate School of Engineering, Tohoku University (eng-in@grp.tohoku.ac.jp) The Department of Civil and Environmental Engineering may inquire directly about the contents of this letter of recommendation or other matters concerning the applicant. For inquiries regarding this letter of recommendation, please contact: +81-22-795-7486 E-mail: ningen-k@grp.tohoku.ac.jp.