

**Admission September 2010**  
**Department of International Exchange Studies**  
**Josai International University**

**Instructions for Letter of Recommendation**

**To Applicant:** A Letter of Recommendation should be written by two teachers who can comment on your (a) academic ability, (b) character, and (c) potential as a university student. Please provide the person writing the recommendation with a copy of this explanation and a stamped envelope addressed to:

Professor Maria Shiguemi Ichiyama  
Chair  
Department of International Exchange Studies  
Faculty of Humanities  
Josai International University  
1 Gumyo, Togane City  
Chiba 283-8555  
Japan

**To Recommendation Writer:** Please write a recommendation about the Applicant's (a) academic ability, (b) character, and (c) potential as a university student in Japan. This information will be treated as confidential. The recommendation should be between 300 to 500 words. Please include the Applicant's name and address, as well as your name, position, address, date, and signature. Please send the recommendation to the above address in a sealed envelope provided by the student or give the sealed envelope to the student to send with his or her application.

