

Procedures to complete Letter of Recommendation

The **APPLICANT** must follow the procedures below.

1. To prepare before you forward the **Recommendation Form** to your recommenders:

- (1) Select two people as recommenders. Each recommender should be someone who is an academic adviser, an appropriate faculty member of an undergraduate program or any other higher educational institution, a graduate school instructor, or a person who is familiar with your professional work.

Please make sure that at least one letter of recommendation is done by an instructor of the university where the applicant graduated from who is able to evaluate the applicant's ability in research, or by a supervisor of the office where the applicant works at who is able to evaluate the applicant's ability in performance of his/her professional work .

- (2) Fill in the **APPLICANT** section of the **Recommendation Form**. A separate **Recommendation Form** must be prepared for each recommendation.
- (3) After you fill in two sheets of the **Recommendation Form**, forward them to each recommender.

2. To ask your recommenders :

- (1) Ask your recommenders to fill in the **RECOMMENDER** section of the **Recommendation Form**.
- (2) Ask them to consider the following questions when they write their letters of recommendation for you:

- a) How long have you known the applicant?
- b) How are you related to the applicant?
- c) How do you evaluate the applicant's talents, strengths and weaknesses?
- d) How well do you think the applicant has considered his/her future plans for study in this International Course of "Public Health Sciences for Human Security" before applying?
- e) To what extent do you think this study will be valuable in his/her development in the field of Public Health Sciences for Human Security?
- f) If the applicant is not a native English speaker, do you think that his/her English ability in writing and speaking is enough for success in this course?

- (3) Ask them to enclose the **Recommendation Form** with a letter of recommendation in a sealed envelope with a signature written across the seal, then return it to you. (There is no prescribed envelope).

3. To submit letters of recommendation:

- (1) Do not open the envelope or break the seal.
- (2) Submit the sealed envelope with your other application documents.

4. Others:

Please be aware that Tohoku University may contact the recommenders to verify the content of your recommendation letter in order to protect against fraud.

Recommendation Form
for Master's Program of Medical Science
International Course of "Public Health Sciences for Human Security"
Tohoku University Graduate School of Medicine for Academic Year 2013 Second Selection

1. This part should be filled in by the **APPLICANT**.

	Family Name / First Name / Middle Name
Name of Applicant	
Name of Recommender	

Relations	
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2. This part should be filled in by the **RECOMMENDER**.

Tohoku University Graduate School of Medicine would appreciate your frank evaluation of the applicant. Please fill in the following section and attach this to your letter discussing the questions listed below.

Recommender's Signature			
Date(Month/ Date/ Year)	/ /		
Position		Institution	
Address			
Telephone		Fax	
Email			

Please be aware that Tohoku University may contact the recommenders to verify the content of your recommendation letter in order to protect against fraud.

Please consider the following questions when writing your letter of recommendation:

- (1) How long have you known the applicant?
- (2) How are you related to the applicant?
- (3) How do you evaluate the applicant's talents, strengths and weaknesses?
- (4) How well do you think the applicant has considered his/her future plans for study in this International Course of "Public Health Sciences for Human Security" before application?
- (5) To what extent do you think this study will be valuable in his/her development in the field of Public Health Sciences for Human Security?
- (6) If the applicant is not a native English speaker, do you think that his/her English ability in writing and speaking is enough for success in this course?

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for Master's Program of Medical Science
International Course of "Public Health Sciences for Human Security"
Tohoku University Graduate School of Medicine for Academic Year 2013 Second Selection

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Please be aware that Tohoku University may contact the recommenders to verify the content of your recommendation letter in order to protect against fraud.

Please consider the following questions when writing your letter of recommendation:

- (1) How long have you known the applicant?
- (2) How are you related to the applicant?
- (3) How do you evaluate the applicant's talents, strengths and weaknesses?
- (4) How well do you think the applicant has considered his/her future plans for study in this International Course of "Public Health Sciences for Human Security" before application?
- (5) To what extent do you think this study will be valuable in his/her development in the field of Public Health Sciences for Human Security?
- (6) If the applicant is not a native English speaker, do you think that his/her English ability in writing and speaking is enough for success in this course?