

## Recommendation Letter (Template Sample)

(To the recommender: please write the letter of recommendation following these questions as a guide)

Applicant's Name: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_

Title and Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

1. During which period of time have you had the most frequent contact with the applicant? From \_\_\_\_ to \_\_\_\_\_
  2. What was your relationship?
  3. Please certificate that the applicant is enrolled in Ca' Foscari University and when the applicant is going to graduate.
  4. Please comment on the applicant's Japanese language skills.
  5. Please comment on the applicant's interpersonal skills.
  6. Please comment on the applicant's personal character.
  7. In what areas does the applicant need improvement or growth?
  8. Please indicate your overall evaluation of the applicant for the Visiting Student Program.
- ( ) strongly recommend    ( ) Recommend    ( ) Recommend with reservation

Who can apply:

- Students enrolled in Ca' Foscari University of Venice (Japanese language course)
- Period of Exchange Program: September 2025 – August 2026 (academic year), or September 2025 to February 2026 (1 semester)

Admission procedures:

The international students interested in this program shall submit the following documents

to Kokugakuin University (国際交流課)

- Photocopy of Passport
- ID Photo for CoE (3cm x 4cm jpg format)
- Recommendation Letter from a Ca' Foscari University professor;
- Latest transcript (1 years' worth, in English)