



National Institute of Genetics

Letter of Reference for Graduate Studies

Student: Please complete the following information (your name, email address, *etc*) before submitting this form to your chosen academic reference.

Name: _____ Email: _____

Reference: The student listed above is requesting your assistance in providing a reference letter for graduate studies at the National Institute of Genetics, Mishima, Japan. Letters of reference are critical in our evaluation of graduate applicants (specific information and examples are especially helpful) and we are very grateful for your time and consideration.

The deadline for receipt is **December 10th, 2013**. Please return completed forms either as email attachments or via regular mail (files are available at <www.nig.ac.jp/jimu/soken/IGP/index.html>).

Email: Please rename this file using the following format:

"applicant family-name"_"given-name"_LOR_"recommender family-name".

Please email the file as an attachment to <nig-igp@nig.ac.jp>, with the subject "Recommendation for IGP application".

Regular mail: Please return the completed form in a sealed envelope with a signature over the flap to:

National Institute of Genetics: Graduate Admissions

1111 Yata, Mishima-shi, Shizuoka-ken 411-8540 Japan

Phone: +81-55-981-6720, Fax: +81-55-981-6715

Name: _____ Email: _____

Department: _____ Phone #: _____

College/ University: _____

1. In what capacity and how long have you known this student?

2. Briefly describe the most positive aspects of this applicant, both academic and personal.

3. Intellectual ability: How do you rate the applicant's overall intellectual ability and aptitude for the chosen field? Has the applicant shown evidence of creativity?

4. Industry and motivation: Is the applicant persistent, efficient and motivated? Is the applicant able to work independently?

5. Communication skills: Is the applicant's writing clear, well-organized and forceful? Is he/she articulate in oral expression? Please comment on the applicant's English speaking and writing skills.

6. Maturity and self-adjustment: Does the applicant possess personality characteristics that would be helpful for success in graduate studies? Is he/she well-respected by fellow students and peers?

Other comments: Please feel free to provide any other information that may assist us in the selection process (e.g., obstacles the applicant may have had to overcome to attain his/her educational goals, specific areas that the applicant will need to address in order to succeed in graduate studies).

Signature: _____ Date: _____