

YGU iCLA Application - Reference

Dear Referee,

is applying for higher education studies at Yamanashi Gakuin University, Japan.

The admission procedure is based on a selective process, in which criteria such as academic potential, motivation, maturity, integrity and initiative are of great importance. We would greatly appreciate if you could provide us with information that would help both us and the education institution to assess the applicant.

During the application process, you will be asked to complete an online form that will be forwarded to the concerned institution and you will not be able to change it anymore. We value your comments and we ensure that they will remain strictly confidential. Above all, we assure you that the applicant will not be able to see your reference at any point.

In the following, you can see an overview of what to expect from the online reference form. This is only an example and doesn't replace the online reference.

General information

- Your Name & Title
- Your Position
- Your E-mail
- Your Telephone
- Your School or Organisation Name (in the local language)
- Your School or Organisation Address
- Your Website (optional)

Evaluation

1. Please state how long you have known the candidate and in what capacity (as a teacher, tutor, coworker etc).
2. Please list the subjects and courses that you taught to the applicant or describe what other interactions you had. Please state the main language of communication.
3. Compared to other students, how do you assess this student in terms of:

	No Basis	Below Average	Average	Good	Very Good	Exceptional
Ability to work in a group						
Attitude towards studying, work						
Creativity and Originality						
Dealing with numbers						
Effective group discussion						
Independence						
Initiative						
Intellectual ability						
Leadership Potential						
Managing in new environment						
Maturity						
Self-confidence						
Self-discipline						
Time management, punctuality						
Written expression						

4. Please give your assessment of the applicant, including a description of both academic / professional and personal characteristics. Your assessment will greatly help us differentiate this candidate from other applicants. (Please write a recommendation of at least 250 words.)