

MEIKAI UNIVERSITY SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT GLOBAL MANAGEMENT MAJOR

LETTER OF RECOMMENDATION / SCHOOL REPORT

FOR SCHOOL DEAN / DEPARTMENT HEAD / ACADEMIC ADVISOR

Student's Name _____ Date of Birth _____/_____/_____
Family Given Middle Year/Month/Date

Address _____

To the Student:

Fill out the top portion of this form before giving it to your Dean, Department Head or Academic Advisor for completion.

Please submit by October 15 (Wed.), 2025

Important: The report must reach Meikai University before the deadline. We recommend express registered mail or courier delivery (DHL, FedEx, etc.).

To the Dean / Department Head / Academic Advisor:

The student above is applying for admission to Meikai University. A candid report is essential to ensure complete and fair consideration of all candidates. This report is an important part of our evaluation and will be read with great care and attention. Thank you.

Confidentiality:

Meikai University will guarantee the strict confidentiality of your letter of recommendation.

Note:

If you wish to send a letter directly to Meikai University, we ask you to observe the deadline which your student indicated above and highly recommend express registered mail or courier delivery (DHL, FedEx, etc.). Otherwise please give this report in a sealed envelope to the applicant.

Address: Admissions Center Meikai University Urayasu Campus

1, Akemi, Urayasu, Chiba, 279-8550, Japan

Email: admissions-center@meikai.ac.jp

Tel: 047-355-5116 (from abroad, +81-47-355-5116)

◆ Please check the title which applies to you. (If you have a business card, please attach.)

☐ Dean

☐ Department Head _____

Name of the Department

☐ Academic Advisor

☐ Other _____

◆ Junior college or University Website: http(s):// _____

(Please turn over)

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Please fill in the next page or attach a separate sheet to evaluate the student's academic ability and motivation, seriousness of purpose and promise of achievement. If possible, please include information about the candidate's organizational and leadership skills and other personal qualities. We would like to know both the personal strengths and weakness in order to differentiate this student from other candidates.

■ This information is based on;

☐ Information in files ☐ Personal knowledge ☐ Interview ☐ Others _____

■ I recommend this student for admission to Meikai University:

☐ Not Recommended ☐ With Reservations ☐ Fairly Strongly ☐ Strongly ☐ Enthusiastically

Name _____ Position/Title _____
Name of Institution _____
Address of Institution _____
Tel _____ Fax _____
Email _____
Signature _____ Date _____

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Signature _____ *Date* _____

Thank you very much for your cooperation.