

MEIKAI UNIVERSITY SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT GLOBAL MANAGEMENT MAJOR  
LETTER OF RECOMMENDATION / SCHOOL REPORT

FOR HIGH SCHOOL PRINCIPAL / GUIDANCE COUNSELOR

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 principal or counselor for completion.

Check the category of admission which you are planning to apply for.

- ☐ Category A : by October 10 (Fri.), 2025
- ☐ Category B : by November 7 (Fri.), 2025
- ☐ Category C : by December 5 (Fri.), 2025

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

**To the principal / Counselor:**

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:

1. If the applicant's name used for school documents is different from the one on the official document (e.g. passport, birth certificate), please issue a letter of explanation.
2. Please include the school profile and transcript legend with the official school transcript.
3. 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](mailto: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.)

- ☐ Principal ☐ Guidance Counselor / College Advisor  
☐ IB Coordinator ☐ Other

◆By which organization is your school accredited ?

◆ School Website: [http\(s\)://](http://)

**Important: Date of (Prospective) Graduation**

Please specify the date of (prospective) graduation of the applicant: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Year / Month / Day

Please turn over)

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◆ Cumulative Grade Point Average:

Applicant's most recent cumulative GPA is \_\_\_\_\_ on a \_\_\_\_\_ scale, and it is covering a period from \_\_\_\_\_ to \_\_\_\_\_. This GPA is ☐ Weighted ☐ Unweighted

◆ Rank in Class:

Applicant ranks \_\_\_\_\_ out of \_\_\_\_\_ students. How many students share this rank? \_\_\_\_\_.  
 This rank is ☐ Weighted ☐ Unweighted. It is covering a period from \_\_\_\_\_ to \_\_\_\_\_.  
 If the exact rank is not available, please indicate approximate percentile from the top: \_\_\_\_\_ %.

◆ Did the applicant receive an IB Diploma?

☐ Yes ☐ No

◆ In comparison with other college-bound students at your school, the applicant's course selection is:

☐ Less demanding ☐ Average ☐ Demanding ☐ Very demanding ☐ Most demanding

◆ Compared to other students in his / her class year, how do you rate this student in terms of:

	No Basis	Below Avg.	Average	Good (above avg.)	Very Good (well above avg.)	Excellent (top 10%)	Outstanding (top 5%)
Academic Achievement							
Extracurricular accomplishments							
Personal qualities and character							
OVERALL							

◆ What are the three words or phrases that describe this student?

\_\_\_\_\_

◆ **PLEASE 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.**

In case you have attached a letter prepared by another person such as a former counselor or tutor as a part of your recommendation, please make sure that it is indicated in the space provided below.

◆ I recommended 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 _____

Thank you very much for your cooperation.