

## MEIKAI UNIVERSITY SCHOOL OF HOSPITALITY &amp; TOURISM MANAGEMENT GLOBAL MANAGEMENT MAJOR

## LETTER OF RECOMMENDATION

## FOR INSTRUCTORS

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 Instructor for completion.

**Please submit by October 15 (Wed.), 2025**

**Important:**

This letter must be from a Junior college (a two-year college) or University instructor who has taught or is teaching you an academic subject.

Recommendations from graduate student assistants may be submitted as supplementary information, but will not substitute for the required instructor's recommendations.

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

**To the Instructor:**

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)

◆ How long have you known this student and in what context?

◆ Which course(s) did this student take from you? When?

(Please turn over)

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Please write a letter of recommendation addressing the following points on a separate sheet of paper.

- 1) How do you evaluate this student's academic work and competence? How would you describe the student's motivation, seriousness of purpose and promise of achievement? Specific examples are especially helpful.
- 2) If you are familiar with the student's co-curricular activities, please describe the applicant's organizational and leadership skills and/or other personal qualities.
- 3) Is there anything that particularly distinguishes this student? Please add any other information concerning the applicant that may help us fairly evaluate him/her.

◆ 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 \_\_\_\_\_

If you have a business card, please attach.

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Thank you very much for your cooperation.