** 2021 KOREA-JAPAN JOINT HIGHER EDUACTION**

STUDENT EXCHANGE PROGRAM

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| FORM 4 LETTER OF RECOMMENDATION |

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| **To the applicant**: Please fill in your name and the other required information below. In turn, deliver or email this form to the person who will write this letter. **NOTE:** Request your recommender to seal his or her letter of recommendation in an official envelope and sign across the back flap upon completion. Recommendation letters that are not sealed and signed will not be accepted.  Name of Applicant: (Surname) (Given Name)  Intended Major:  **To be completed by the recommender:**  *Your frank and candid evaluation of the applicant will be highly appreciated in the selection of Korea-Japan Joint Program Scholarship awardees and the admissions to Duksung Women’s university. We greatly appreciate your time and effort.*  **\*You may use your own recommendation letter template and attach your letter to this form. However, we hope to glean the following information of the applicant from your recommendation letter:**  - How long have you known the applicant and in what relationship?  - What are applicant’s capabilities, strengths, and weaknesses (in regards to academic achievement, passion and interest for intended major, future academic potential, integrity, responsibility, independence, creativity, adaptability, communication skills, and others)?  - Please comment on the applicant’s performance record, potential, or personal qualities which you believe would be helpful in considering the applicant’s application for the proposed program.  Recommender’s Name  Recommender’s Signature Date  Position or Title: University (Institution):  Address: (zip-code: )  Email: Tel:  ***\*After completing the recommendation letter, please*** return this form and your recommendation letters sealed in an envelope to the applicant. Thank you! |

