**FORM 3. Recommendation Letter**

**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 referee to seal his or her letter of recommendation in an official envelope and sign across the back flap upon completion. Unsealed and unsigned recommendation letter will not be accepted. **Confidential**

Name of Applicant: (Family Name) (Given Name)

Intended University:

**To be completed by the referee:**

*Your frank and candid evaluation of the applicant will be highly appreciated in the selection of Korea-Japan Government Scholarship Program awardees and the admissions to a Korean 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.

Referee’s Name

Referee’s Signature Date

Position or Title: University (Institution):

Address:

(zip-code: )

Email: Tel:

*\* After completing the recommendation letter, please enclose the letter in an official envelope and sign across the back flap; Unsigned recommendation letter will be considered invalid. Please return this form and your recommendation letter sealed in an envelope to the applicant. Thank you!*