

## Letter of Recommendation for YCCS Applicant

To whom it may concern,

Your student has decided to apply for YOKOHAMA Creative-City Studies (YCCS) Program at Yokohama National University (YNU), Japan. The program seeks students willing to be pioneers to create a new "urban studies" together amongst a highly diverse cohort from all over the world. It will offer innovative interdisciplinary urban studies to train young leaders and global professionals. The classes will be taught in English, but students will also be enrolled in an intensive Japanese study course during their studies.

The applicants must request the academic teachers or guidance counselors of their school to become their recommender in support of their application to our undergraduate study program. If you believe that your student would suit our program, we would like to ask you to take the time to write a reference for him/her.

**[Instructions]** (1) Fill in this form by using ADOBE Reader. (2) After completing the information, print a hard copy and sign it, affixing your school's stamp and/or signature of your school's principal. (3) Return this letter to your student or post it directly to the YCCS Program office. We greatly appreciate your kindness and cooperation.

Sincerely yours,

Professor Fumihiko Nakamura  
 Director, YOKOHAMA Creative-City Studies Program  
 Executive Director, Yokohama National University

このたび、貴校の生徒が、本学の YOKOHAMA クリエイティブ・シティ・スタディーズ(YCCS)プログラムへの進学を希望しており、高校からの推薦をお願いすることになりました。YCCS プログラムでは、未来を見据え、世界をフィールドとして活躍できる先駆的若手リーダーの養成をめざし、新しい「都市学」を切り開くパイオニア精神に溢れる学生を募集しています。このプログラムの授業は、英語で開講されますが、在学中は、集中コースで日本語を学ぶこともできます。

このプログラムへの志願者は、出身高校の担当教員や進路指導員に推薦書を依頼することになっております。もし当該生徒が本学への学部プログラムに適していると判断される場合は、大変お手数ではありますが、本推薦書の記入をお願いいたします。

**[手順]**①この推薦書は、Adobe Reader でタイプ入力・編集することができます。②必要事項を記入後、印刷して署名をしてください。また、高校の公印を押印いただくか、校長先生のご署名をお願いいたします。③この推薦書は、生徒にご返却いただくか、YCCS プログラムオフィスまで直接郵送して下さい。ご多忙の中、ご協力いただき、誠に有難うございます。

横浜国立大学理事・YCCS プログラム長 中村 文彦

### Applicant's name 志願者名

1. Applicant's full name written in your official language:

母語・第 1 公用語表記による志願者の氏名 \_\_\_\_\_

2. Applicant's full name in English as shown in his/her passport:

パスポート表記のローマ字・英語による志願者の氏名 \_\_\_\_\_

### Information of Applicant's Recommender (academic teachers or guidance counselors) 推薦者情報

3. Please write your information. Please note that we will contact you for our inquiry about the applicant's certificate and transcript later. 推薦者(担当教員や進路指導員)

①Title: Mr. Ms. Dr. Prof. (Other \_\_\_\_\_)

②Full names in your official country language characters: \_\_\_\_\_

③Full names in English: \_\_\_\_\_

④Job title: \_\_\_\_\_

⑤Address of your high-school in your country's language:

Full name of your school: \_\_\_\_\_

No. & name of street: \_\_\_\_\_ Suburb/Ward: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

State/Prefecture: \_\_\_\_\_ Country: \_\_\_\_\_

⑥Address of your high-school in English:

Full name of your school: \_\_\_\_\_

No. & name of street: \_\_\_\_\_ Suburb/Ward: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

State/Prefecture: \_\_\_\_\_ Country: \_\_\_\_\_

⑦Contact information telephone (+ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax (+ ) \_\_\_\_\_

⑧Web URL of your high-school \_\_\_\_\_

4. Let us know your honest opinion for each question below. 下記の質問に、率直にご意見をお聞かせください。

1) Describe the student's personality and strengths. 志願者の特徴・長所をそれぞれご記入ください。

[Personality]

[Strengths]

2) Describe the student's weakness at least with 3 lines. 志願者の短所を3行以上ご記入ください。

3) Student's future plans, goals and prospective 把握している範囲の志願者の将来志向・将来計画と可能性

4) Reasons to recommend the student 志願者を推薦した理由

5) As a representative of your high-school, please provide us with your opinion of its academic standard and ranking in comparison to other schools in your state, and in your country. 高校の代表者として、国内・州内の標準的な高校と比較して、あなたの高校の生徒全般の学力水準やランキングについてご意見をお聞かせください。

6) As a representative of your high-school, please provide us with your opinion of its strengths and special characteristics, in comparison to other high schools in your state, and in your country. 高校の代表者として、国内・州内の標準的な高校と比較して、あなたの高校の特徴や長所についてご意見をお聞かせください。

#### Applicant's High School Qualification 出身高校について

##### 5. Applicant's high school qualifications to apply to the YCCS program 応募者出身高校の大学受験資格

Please choose one answer from below regarding the applicant's high school qualification.

Note: The applicant is not eligible for the YCCS program if he or she has graduated or is expected to graduate from a senior high school, middle school or other educational institutions in Japan with accreditations based on the Japanese educational curriculum.

- (A) The applicant is qualified to apply for the YCCS program as he or she already graduated from our high school with the completion of 12 years of primary and secondary education in total. Our school is located in a foreign country (outside Japan), and the applicant has spent 7 years or more of his/her studies abroad in an education system outside Japan. I will attach a certificate of his or her graduation with this letter.
- (B) The applicant is qualified to apply for the YCCS program as he or she is a final year student at our high school with the completion of 12 years of primary and secondary education in total by September 2017. Our school is located in a foreign country (outside Japan), and the applicant has or will have spent 7 years or more for his/her studies abroad in an education system outside Japan. I will attach a letter of our high school to certify that the applicant will graduate from our high school by September 2017.
- (C) The applicant is qualified to apply for the YCCS program as he or she already graduated from our international high school, which provides an International Baccalaureate, an Abitur recognized by Germany, or a Baccalaureat recognized by France for all the high school graduates. The applicant has spent 7 years or more of his/her studies abroad in an education system outside Japan. I will attach a certificate of his or her graduation with this letter.
- (D) The applicant is qualified to apply for the YCCS program as he or she is a final-year student at an international high school, which provides an International Baccalaureate, an Abitur recognized by Germany, or a Baccalaureat recognized by France for all the high school graduates. The applicant have or will have spent 7 years or more of his/her studies abroad in an education system outside Japan. The applicant is completing all the requirements to graduate from our international high school by September 2017. I will attach a letter of our high school to certify that the applicant will graduate from our high school by September 2017.
- (E) The applicant is qualified to apply for the YCCS program as he or she has obtained a certificate which is authorized by the government of the country that we reside in (such as GCE in the UK). The applicant has spent 7 years or more of his/her studies abroad in an education system outside Japan.

About School's GPA System 出身高校の成績について

6. High school academic performance by Grade Point Average (GPA). 出身高校の成績(GPA)について

Since our assessment policy employs the applicant's GPA for admission screening in addition to the evaluation of a self-introduction video and essays, we would like to ask you to provide us with details of your school's GPA system. If your school does not use the GPA system, the applicant's GPA will be calculated in accordance with our policy. This may cause margin of error unfavorable for the applicant's evaluation. We would appreciate if you could provide details on your GPA or grading system below.

本学では、入学選抜において自己紹介ビデオレーターと小論文審査の他に、成績の GPA を勘案することになっておりますので、貴校の GPA についての情報提供をお願いいたします。GPA 情報をご提供頂けない場合は本学の方針に則って査定いたしますが、場合によっては応募者にとって不利になる可能性もございます。つきましては、ご事情をご察し頂き、ご協力いただけますようお願い申し上げます。

(1) What is the highest possible GPA score at your high school? (高校における最高 GPA) \_\_\_\_\_

(2) What is the lowest possible GPA score at your high school? (高校における最少 GPA) \_\_\_\_\_

(3) Please provide details regarding the relationship between grades and scoring (成績評価と成績係数の関係について)

e.g. Grade A: Between 3.7 and 4.0      Grade [    ] \_\_\_\_\_ Grade [    ] \_\_\_\_\_  
Grade [    ] \_\_\_\_\_      Grade [    ] \_\_\_\_\_      Grade [    ] \_\_\_\_\_  
Grade [    ] \_\_\_\_\_      Grade [    ] \_\_\_\_\_      Grade [    ] \_\_\_\_\_

In Appreciation 謝辞

We greatly appreciate your kindness to write this letter of recommendation for your student. We understand that a document of this size will have taken some time to complete. However we believe that information you provide will be quite important not only for our information resource about your school and your country, but also for potential partnerships in terms of global education and its development between your country and Japan. We envision your student having an important role as an ambassador between our two countries.

If any time you encounter students who you believe would be suitable for our program, please do not hesitate to recommend them to us. Students who come to us with the highest recommendation may also be eligible for scholarships.

Sincerely yours,

Professor Fumihiko Nakamura  
Director, YOKOHAMA Creative-City Studies Program  
Executive Director, Yokohama National University

このたびは、推薦書をご記入頂き、心より感謝申し上げます。この推薦書の情報は、本学にとって貴校や貴国を知る上でとても重要な情報であるほか、両国間のグローバル教育とその発展のためにとても重要であると確信しております。貴校の生徒が、両国の親善大使として活躍することを期待しております。

今回に限らず、ご推薦頂ける優秀な生徒がいらっしゃる場合には、奨学金が支給される可能性もありますので、ぜひご推薦いただきますよう、よろしく申し上げます。

横浜国立大学理事・YCCS プログラム長 中村 文彦

Completion of Recommendation by the Applicant's Recommender

Please print a hard copy and sign it, affixing your school's stamp and/or signature of your school's principal.

Signature of applicant's recommender

(DD/MM/YY)

Signature of applicant's high school's principal

(DD/MM/YY)

