

YOKOHAMA Creative-City Studies

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 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.

Applicants are required to ask 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 them.

[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 Admissions Office. (In the latter case, please consult with the Office in advance by emailing at yccs-admission@ynu.ac.jp.) We greatly appreciate your kindness and cooperation.

Sincerely yours,

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

Applicant's Name

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

Information about Applicant's Recommender

2. Please write your contact information. (Academic teachers or guidance counselors)

① Title: Mr. Mrs. Miss. Ms. Dr. Prof. (Other _____)

② Full name in English: _____

③ Job title: _____

④ Address of your school in English:

Full name of your school: _____

No. & name of street: _____ Suburb/Ward: _____

Town/City: _____ Postcode: _____

State/Prefecture: _____ Country: _____

⑤ Contact information telephone (+ _____) E-mail: _____

⑥ URL of your high-school: _____

Opinion of Applicant's recommender

3. Please let us know your honest opinion for each question below.

1) As a representative of your 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.

2) 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.

Applicant's Academic Qualification

4. Applicant's academic qualification for the YCCS program

Please choose one from the list below regarding the applicant's academic 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.

- (1) The applicant has completed or is expecting to complete a 12-year curriculum in an educational institution abroad(*1) or an equivalent educational program designated by the Japanese Minister of Education, Culture, Sports, Sciences and Technology(*2) by 30 September 2020.
- (2) The applicant has obtained or is expecting to obtain the International Baccalaureate qualification awarded by the International Baccalaureate Organization, a non-profit foundation established in accordance with the Civil Code of Switzerland, by 30 September 2020.
- (3) The applicant has obtained or is expecting to obtain an Abitur accredited as a qualification for admission to a university in the states of the Federal Republic of Germany by 30 September 2020.
- (4) The applicant has obtained or is expecting to obtain a Baccalaureate accredited as a qualification for admission to a university in the Republic of France by 30 September 2020.

【FORM-1】

- (5) The applicant has obtained or is expecting to obtain a General Certificate of Education of Advanced Level (GCE Advanced Level), [obtaining grade E or above in 3 or more subjects] accredited as a qualification for admission to a university in the United Kingdom of Great Britain and Northern Ireland by 30 September 2020.
- (6) The applicant has completed, or is expecting to complete a 12-year curriculum in an education institution accredited by the international evaluating organizations designated by the Japanese Minister of Education, Culture, Sports, Science and Technology (WASC, ACSI or CIS) by 30 September 2020.

(*1) "12-year curriculum in an educational institution abroad" refers to schools whose geographical location is outside Japan, which in principle are officially recognized as a regular educational program by the country's educational authority, and which confer to graduates the eligibility to apply to universities. Applicants from schools such as international schools or American schools (except those who satisfy Basic Conditions (2) to (6)) should consult with us at an early stage as the confirmation of their eligibility status may take time.

The period spent in schools whose geographical location is outside of Japan but whose curriculum is based on Japan's School Education Law will not be counted toward the period in which the applicant received education in an educational institution abroad.

(*2) Applicants who wish to apply in the capacity of a student who has completed or is expected to complete "an equivalent educational program designated by the Japanese Minister of Education, Culture, Sports, Science and Technology" must contact the YCCS Program Admissions Office about their eligibility before applying.

Applicant's Academic Qualification

5. Your school's grading system using Grade Point Average (GPA)

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.

(1) What is the highest possible GPA score at your high school? _____

(2) What is the lowest possible GPA score at your high school? _____

(3) Please provide details regarding the relationship between grades and scoring.

e.g. Grade A: Between 3.7 and 4.0

Grade [] _____	Grade [] _____	Grade [] _____
Grade [] _____	Grade [] _____	Grade [] _____
Grade [] _____	Grade [] _____	Grade [] _____

In Appreciation

We greatly appreciate your kind cooperation to write this letter of recommendation for your student. The information you have provided us with is quite important not only for our information resource, but for potential partnerships in terms of global education and its development between your country and Japan. We envision your student playing an important role as an ambassador between the 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
Vice President, Yokohama National University

【FORM-1】

Signatures of Applicant's recommender and principal

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 (Please print your name under the signature.)

(DD/MM/YYYY)

Signature of applicant's school's principal (Please print your name under the signature.)

(DD/MM/YYYY)

Seal or Stamp of High School if any