To Student: Please provide this form to your academic reference, along with your legal name.

Waseda Application: Reference Letter Requirement

This student is applying for the SFU Exchange Program and has selected Waseda University, Japan as one of their program selections for exchange, requiring a special additional reference letter.

Step 1: SFU Academic Reference
Please complete the online Study Abroad System online exchange reference submission form that the student will email you directly. This form is to be used in general for the evaluation of the students’ application but may also be sent to the partner institution along with their host university application, once they are selected to one of their preferred institutions for exchange. Please keep the comments general (without naming a country or region) so your letter may be used for any possible exchange destination.

Step 2: Waseda University Letter of Recommendation
In order to prepare for the successful nomination to Waseda, we require an additional reference form to also be completed, using the students’ legal name and in its’ entirety at this time. You may duplicate your comments in Step 1, into this reference, as only one reference will be submitted. Please complete the Waseda Letter of Recommendation (including a handwritten signature) and scan/upload it to your online SFU Exchange reference submission as an attachment.

Please note that we may contact you if we are missing any information in the Letter of Recommendation.

If you have any questions about the reference document submission, please contact:
Christina Wong, Senior Program Assistant: goexchange@sfu.ca 778.782.4778
Nina Inaoka Lee, Study Abroad Officer: saofficer@sfu.ca 778.782.4441
Letter of Recommendation

The letter must be addressed to Waseda University

To the Applicant:
This form should be given to a dean, academic advisor, a full-time professor or teaching instructor at your home University under whom you have studied and who is able to comment on your qualifications for study at Waseda University.

Applicant's Name: ________________________________

To the Recommender:
This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following points should be included. After completing the letter, please check the columns below.

☐ Academic achievements
---class rank, academic strengths, etc.

☐ Behavior / Performance in the classroom or other settings
---maturity, motivation, working well with others, etc.

☐ Skills / Capacities, which the applicant needs to develop
---social and academic, in the long run, as well as specifically during the period at Waseda University.

Please write your letter in the space below. (Please delete this sentence.)

【Recommender's Information】
Name: ________________________________  Position: ________________________________
Schl/Dept: __________________________  University: ________________________________
E-mail address: __________________________
Relationship to applicant: __________________________
How long have you known the applicant? ______________ Year(s)

Signature: __________________________  Date: __________ / __________ / __________ (month/day/year)
*Please sign by hand