Sample A: For Exchange Students

The following is a sample letter requesting admission for exchange students (*tokubetsu chokogakusei*). Please make sure to include the seven (7) conditions indicated below in the letter.

Date: Month Date, Year (Example: April 1, year)

Dr. Kyosuke Nagata President University of Tsukuba Student's school year, Tsukuba, Ibaraki, 305-8577 Japan department, faculty, and Student's name university Dear Dr. Kyosuke Nagata: It is my pleasure to recommend to you our undergraduate/graduate student, Mr. Michael Smith, a third-year student in the Department of XXXXX, Faculty of XXXXX, University of XXXXX. (school year, department, faculty, university). Recommendation He is an excellent student who is very interested in the Japanese language, society, and culture. In pursuing his research theme, we believe that he would greatly benefit from a short-term exchange program in Japan. Beginning period of He would like to study as an exchange student at your university from April 201X

We understand that the following conditions apply for his acceptance as an exchange student at your university:

- His student status at the University of Tsukuba shall be exchange student (tokubetsu chokogakusei);
- His period of study at the University of Tsukuba shall be from [DATE] to [DATE];

Same status and dates as described

• His field of study at the University of Tsukuba shall be [FIELD OF STUDY];

in the Application (Form 2)

- The course work done by the above student at the University of Tsukuba shall be evaluated using the University of Tsukuba grading system;
- A certificate concerning the above student's grades at the University of Tsukuba shall be issued after the completion of his studies:
- Credits received from the University of Tsukuba are fully applicable to the graduation requirements at the University of XXXXXX; and
- The above student shall be allowed to use all facilities necessary for his study at the University of Tsukuba.

I would greatly appreciate it if you would consider admitting him to your university under the conditions listed above.

Sincerely,
(Title, Name)

Please write the title and full name.
Please, use a written signature

(signature)

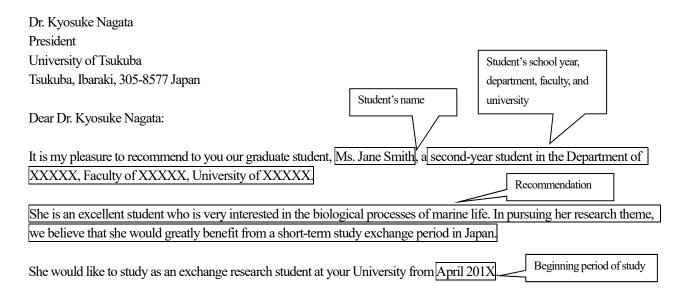
XXXXX XXXXX

President or Dean at the applicant's home university University of XXXXXX

Sample B: For Exchange Research Students

The following is a sample letter requesting admission for exchange research students (*tokubetsu kenkyugakusei*). Please make sure to include the six (6) conditions indicated below in the letter.

Date: Month Date, Year (Example: April 1, year)

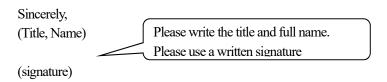


We understand that the following conditions apply for her acceptance as an exchange research student at your university:

Same status and dates as described in the Application (Form 2)

- Her student status at the University of Tsukuba shall be exchange research student (tokubetsu kenkyugakusei);
- Her period of study at the University of Tsukuba shall be from [DATE] to [DATE];
- Her research theme at the University of Tsukuba shall be [BRIEF DESCRIPTION of RESEARCH];
- The research work done by the above student at the University of Tsukuba shall be evaluated using the University of Tsukuba grading system;
- An official letter concerning the above student's research work done at the University of Tsukuba shall be issued after the completion of her studies; and
- The above student shall be allowed to use all facilities that are necessary for her research at the University of Tsukuba.

I would greatly appreciate it if you would consider admitting her to your university under the conditions listed above.



XXXXX XXXXX

President or Dean of the applicant's home university University of XXXXXX