

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
Tsukuba, Ibaraki, 305-8577 Japan

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend to you our undergraduate/graduate student, Student's name Student's school year, department, faculty, and university 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.

He would like to study as an exchange student at your university from Beginning period of study 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 in the Application (Form 2)
- His field of study at the University of Tsukuba shall be [FIELD OF STUDY];
- 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 XXXXX; 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)

Dr. Kyosuke Nagata
President
University of Tsukuba
Tsukuba, Ibaraki, 305-8577 Japan

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend to you our graduate student, Student's name Ms. Jane Smith, a Student's school year, department, faculty, and university second-year student in the Department of XXXXXX, Faculty of XXXXXX, University of XXXXXX.

Recommendation
She is an excellent student who is very interested in the biological processes of marine life. In pursuing her research theme, we believe that she would greatly benefit from a short-term study exchange period in Japan.

She would like to study as an exchange research student at your University from Beginning period of study April 201X.

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.

Sincerely,
(Title, Name)

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

(signature)

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