

Sample B: For Exchange Research Students

The following is a sample letter requesting admission for Exchange Research Students (*tokubetsu kenkyugakusei*). Please make sure to revise personal pronouns and words which are marked in yellow as necessary.

The date of issue
(e.g. November 1, 2020)

Date: Month Day, 20XX

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

Student's name

Student's department, faculty, and university.

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend our student, Ms. Jane Smith, who is currently a graduate student in the Department of XXXXX, Faculty of XXXXX, University of XXXXX.

(She is an expected first-year student in the Master's / Doctoral program when she will be enrolled in the University of Tsukuba.)

Recommendation

Please add this sentence if applicable.

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.

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

Same dates as described in the Application Forms.

- 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 April 20XX to March 20XX;
- Her courses at the University of Tsukuba shall be Master/ Doctor. Please choose one which matches the applicant's current course.
- Her research theme at the University of Tsukuba shall be BRIEF DESCRIPTION of RESEARCH. What he/she researches
- 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,

Name, Title

Please type the name and title in Roman alphabet.
It should be signed by the President or Dean. (Vice president or associate Dean is also okay.)
If it is signed by the Dean, please also include what department/ faculty of the university he/she belongs.

(signature)

Please sign here by handwriting.

University of XXXXXX