

## Sample A: For Exchange Students

The following is a sample letter requesting admission for Exchange Students (*tokubetsu chokogakusei*). 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 current course,  
department, faculty, and  
university.

Student's name

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend our student, Mr. Michael Smith, who is currently an undergraduate/ a graduate student in the Department of XXXXX, Faculty of XXXXX, University of XXXXX.

(He is an expected first-year student in the Master's program when he will be enrolled in the University of Tsukuba.)

Recommendation

Please add this sentence if applicable.

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.

Same dates as described in  
the Application Forms.

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 April 20XX to March 20XX;
- His courses at the University of Tsukuba shall be undergraduate/ Master/ Doctor;
- 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 XXXXXX; and
- The above student shall be allowed to use all facilities necessary for his study at the University of Tsukuba.

Please choose one which  
matches the applicant's  
current course.

Please write what he/she studies.

I would greatly appreciate it if you would consider admitting him 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