Letter of Recommendation Instructions for Japan

Our partner institutions in Japan are very strict about the format of the recommendation letters. All letters of recommendation must be submitted in original format, on official UC letterhead with the instructor’s title and position below the signature. Copies/faxes are not accepted.

The letter(s) of recommendation:
• must be written by UC faculty; they cannot be written by faculty at another college or university.
• The title of the recommender(s) must be indicated underneath all signatures.
• If your language instructor writes your letter of recommendation, it should not be written on a language evaluation form.
• If a TA writes your letter of recommendation, a professor must co-sign the letter or it will not be accepted by the partner institution.
• Leave the letter of recommendation sealed if you have not signed a waiver allowing yourself access to the letter.