

Reference Letters

Akifumi Ishihara*

- I will write a letter of reference for you if one of the following conditions is met:

1. You are taking or have previously taken my course
2. You are writing or have written a research paper under my supervision.
3. You are collaborating or have collaborated with me on research projects.

If you have interacted with me for other reasons, you may contact me to discuss whether I may write a letter for you.

- If you need a letter of reference, contact me at least *three weeks before the deadline*. I may decline to write a letter if the request is made close to the deadline.
- For writing a letter, please prepare and bring the following items if possible.
 1. A list of places to which you would like to submit letters.
 2. Transcripts (all from undergraduate degree onwards).
 3. Curriculum vitae (with your academic history).
 4. Writing samples and/or statement of purpose.
 5. Other items that might objectively appeal to you.

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