**Letter of Recommendation**

\* **Please type or print clearly in black ink**.

Pleasefill out the applicant information below.

Name of Applicant: (given name) (family name)

Nationality:

Program: 　 □ Master’s □ Doctoral □ Joint

Major:

You are kindly requested to answer the following questions in English or Korean. **Questions 1 and 2 are compulsory**; however, for questions 3 through 6, you have the option of either writing your answers on this form or uploading a pre-written reference. In the latter case, the documents (Page 1 of this form + your letter) should be merged into one PDF file and then submitted.

1. How long and in what capacity have you known the applicant?

2. Please provide an honest evaluation of the applicant’s performance based on the criteria listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | Truly  Exceptional | Excellent | Very Good | Good | Below Average |
| Top 2% | Top 10% | Top 25% | Middle 50% | Lower 25% |
| Academic Achievement |  |  |  |  |  |
| Academic Potential |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Responsibility/Independence |  |  |  |  |  |
| Creativity/Originality |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Leadership |  |  |  |  |  |

3. What do you consider to be the applicant’s strengths?

4. What do you consider to be the applicant’s weaknesses?

5. How well do you think the applicant has prepared themselves for graduate study?

6. Please comment on the applicant’s academic performance, potential, or personal qualities which you believe would be helpful for us to consider the applicant’s application.

Your Name:

Name & Location of Institution:

Position Title:

Email address:

Phone number:

Date:

Signature: