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**2022 KOREA-JAPAN GOVERNMENT SCHOLARSHIP PROGRAM FOR SHORT-TERM UNDERGRADUATE COURSE**

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| FORM 4 RECOMMENDATION LETTER |

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| **To the applicant**: Please fill in your name and the other required information below. In turn, deliver or email this form to the person who will write this letter. **NOTE:** Request your recommender to seal his or her letter of recommendation in an official envelope and sign across the back flap upon completion. Recommendation letters that are not sealed and signed will not be accepted.   |  | | --- | | ***Attention!*** **To be completed by the referee:**  *Your frank and candid evaluation of the applicant will be highly appreciated in the selection of Korea-Japan Government Scholarship awardees and the admissions to Duksung Women’s university. We greatly appreciate your time and effort.*  **\*** **After completing the recommendation letter,** **Please attach this form and your recommendation letter sealed in an envelope (sign across the back flap) and deliver the sealed envelope to the applicant. Unsealed and unsigned recommendation letter will be considered invalid.** |   Name of Applicant: (Family name) (Given Name)  Intended Major:  Referee’s Name  Referee’s Signature Date  Position or Title: University (Institution):  Address:  (zip-code: )  Email: Tel:  **\* Please type in Korean or in English. You can write here or may use your own recommendation letter template. However, We hope to glean the following information of the applicant from your recommendation letter:** *(Please remove the instructions after reading it.)*  - How long have you known the applicant and in what relationship?  - What are applicant’s capabilities, strengths, and weaknesses (in regards to academic achievement, passion and interest for intended major, future academic potential, integrity, responsibility, independence, creativity, adaptability, communication skills, and others)?  - Please comment on the applicant’s performance record, potential, or personal qualities which you believe would be helpful in considering the applicant’s application for the proposed degree/research program. |

