

**REFERENCE**  
**DEADLINE: January 15, 2016**



**1. To the applicant:**

Applicants are responsible for ensuring that reference materials are postmarked or emailed by January 15, 2016. Letters may be submitted in either English or Japanese. We also accept PDF/email at [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu).

To be completed by the applicant and given to the recommender. Please ask your referee to mail the completed form and letter of reference directly to the IUC address below.

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_

College or University Now Attending \_\_\_\_\_

NOTE: The U.S. Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. Please check one of the following boxes.

I waive (give up) my right to inspect the contents of the attached recommendation.

DO NOT waive my right to inspect the contents of the attached recommendation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**2. To the referee:**

You are being asked by an Inter-University Center for Japanese Language Studies (IUC), Yokohama applicant to serve as a referee.

The (IUC) offers an intensive 10-month language training program at the intermediate and advanced level for students who are planning careers relating to Japan. The program is designed to bring each participant to a level of proficiency sufficient for academic or professional use. Training focuses on development of the ability to converse in Japanese on specialized subjects, to comprehend and deliver public presentations, and to read and write materials in Japanese in order to function professionally in academia, business, government, and other fields. All teaching materials are in Japanese, all instruction is carried out in Japanese, and all teachers are native speakers of Japanese.

**Submission Instructions:**

Please return this form and letter of recommendation directly to the IUC address below, or via PDF/email <[iucjapan@stanford.edu](mailto:iucjapan@stanford.edu)>. Applicants must ensure that reference materials reach the IUC by January 15, 2016. Letters may be submitted in either English or Japanese.

Name and Title of Referee \_\_\_\_\_

Institution or Organization \_\_\_\_\_

Signature of Referee \_\_\_\_\_ Date \_\_\_\_\_

**Return to:** Inter-University Center for Japanese Language Studies  
 Encina Hall, Room C334 (MC 6055)  
 616 Serra St.  
 Stanford University, Stanford CA 94305 USA

**Email Contact:** [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu)