**The University of Michigan**

**Center for Japanese Studies Fellowships**

**Academic Recommendation Form**

**Deadline: January 20**

**Please return this form and the letter of recommendation to:**

 Academic Services Coordinator You may also fax or email this form and letter to:

 Center for Japanese Studies Fax: (734) 936-2948

 University of Michigan Email: cjsacademics@umich.edu

 1080 South University Ave., Suite 4640 If you hand this form and letter to the applicant for delivery to CJS,

 Ann Arbor, MI 48109-1106 please put in a sealed envelope with your signature across the flap.

**Section to be Completed by the Applicant**

**Instruction to the applicant**: Complete the top portion of this form, save it in the same format as a Microsoft Word 2010 document (.docx), and send by email to your recommender. You will need to complete a separate form for each of your two academic recommendations. Please note that with the exception of shaded response areas, this form is locked to prevent accidental changes.

This recommendation is to be used for (check all that apply):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | **CJS Summer Fellowship** | [ ]  | **CJS Academic Year Fellowship** | [ ]  | **FLAS Fellowship** |

To fill out this section, click in the shaded area and type the requested information:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name |      [Last Name, First Name Middle Name] | UMID |       |
| Recommender’s Name |       |
| Recommender’s Title |       |
| Recommender’s Department & Institution |       |
| Check one:[ ]  I waive my right to inspect this recommendation. | [ ]  I do not waive my right to inspect this recommendation. |
| Applicant Signature |      [Please type your full legal name in the space above.] | Date |       |

**Section to be Completed by the Recommender**

**Instruction to the recommender**: Please note that with the exception of the shaded response areas, this form is locked to prevent accidental changes to the document. The student whose name appears above is applying for a fellowship from the Center for Japanese Studies for next Summer and/or Academic Year. These fellowships, awarded on a campus-wide merit-based competition, provide tuition and stipend and/or research support for students studying Japanese language and Japanese Studies. To help the selection committee in assessing the student’s candidacy, please complete the following:

How long and in what capacity have you known the applicant? [Please click once in the shaded area and type your response, and keep its length to the box below.]

|  |
| --- |
|       |

Please rate the applicant on the following characteristics in comparison with others whom you have known at similar stages in their careers by typing the letter X in the appropriate gray area.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Top 2% | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | No basis for Judgment |
| Academic knowledge of the major field |       |       |       |       |       |       |       |
| Motivation and perseverance toward goals |       |       |       |       |       |       |       |
| Ability to express thoughts in speech |       |       |       |       |       |       |       |
| Ability to express thoughts in writing |       |       |       |       |       |       |       |
| Ability to plan and conduct research |       |       |       |       |       |       |       |

**Please write a statement** evaluating the applicant’s strengths and weaknesses, taking into account his/her seriousness of purpose, potential for high academic achievement, as well as significance of language and area studies on his/her training and career goals. You may type (or cut/copy and paste) the text below, or prepare the statement in a separate document. When you have completed the statement, please save this file as a Microsoft Word 2010 document (.docx) and email as an attachment, or print and fax this form to the Center as specified at the top of this form. Please remember to send your recommender letter together if it is prepared in a separate file. Thank you very much for your cooperation. Application deadlines vary by fellowship type and are indicated at the top of this form; all application materials must **arrive** at the Center by the deadline.

[Please click once in the shaded area and type your recommendation statement or cut/copy and paste your recommendation letter. You may write as little or as long as you wish. Alternatively, you may prepare your recommendation letter in a separate file.]