**Confidential Report on the Applicant (Cover Sheet)**

Law School

法務研究科

**志願者に関する報告書（カバーシート）**

Family name 　　　　 　 　First name　　　　 　Middle name

Name of Applicant

志願者氏名

To the Recommender: The person named above is applying for admission to the Global Legal Practice LL.M. program at Keio University Law School. We would appreciate it if you could state your relationship to the applicant and your personal impression of applicant’s intellectual ability, ability in research, professional skill, and/or future career. Please comment also on his or her character and quality of previous work.  
Please complete and submit **both**:  
 **(1)** This Cover Sheet completed by you including the Overall Assessment below.

**(2)** Your recommendation letter in English or Japanese. We do not have requirements as to format.

推薦者の方：志願者との関係，専門的技能，学問的能力，研究・調査能力，将来の職業的展望，過去の活動，性格などを中心に作成し，以下の**両方を**ご提出下さい。

**(1)** 本カバーシート：以下にある評価欄にチェックをお入れ下さい。

**(2)** 別紙（様式自由）に記載の推薦状：英語または日本語でお書き下さい。

＊Overall Assessment：Please put a check in the applicable boxes.　該当するところにチェックをつけて下さい。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Below Average (Bottom 40%) | Average  (40-60%) | Good (Top 20-40%) | Outstanding (Top 5-20%) | Superior (Top 5%) |
| Academic Performance 学業成績 | □ | □ | □ | □ | □ |
| Analytical Skill 分析力 | □ | □ | □ | □ | □ |
| Writing Ability 文章作成能力 | □ | □ | □ | □ | □ |
| Maturity 成熟性 | □ | □ | □ | □ | □ |

Recommender’s name　(推薦者氏名)

Position or title（地位）・Name of school or organization（所属）

Current address（住所）

Recommender’s telephone number（推薦者電話番号）

Recommender’s email address（推薦者メールアドレス）

Signature（署名）　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date （日付）

**Please seal this form in an envelope together with your recommendation letter, sign your name across the seal, and return the envelope to the applicant.** The applicant will submit the Confidential Report unopened together with his/her other application materials to the　Academic Affairs Group, Keio University. We may make inquiries to the recommender regarding the confidential report as needed.

**Note: By submitting his/her application, applicant will waive the right to view this confidential report.**

**この用紙と別紙を封筒に入れ，厳封（封緘部分にまたがって推薦者が署名）の上，志願者にお返しください｡**

本報告書に関しては，必要に応じて報告者に内容照会を行う場合があります。

**この推薦状の開示請求権の放棄に同意したものとして取り扱いますので, 出願後一切開示いたしません。**