

Recommendation Letter Guidelines

Purpose

The Recommendation Letter provides the Admissions Committee with an independent evaluation of the applicant's academic abilities, research potential, personal qualities, and suitability for graduate study in the Aqualogy Graduate Program. The letter should be based on the recommender's direct knowledge of the applicant and include specific observations and examples whenever possible.

The Aqualogy Graduate Program seeks future researchers who possess not only academic excellence and research potential, but also the ability to work across disciplines, collaborate internationally, demonstrate integrity, and contribute to solving global water-related challenges through science and technology.

Submission Procedure

The Recommendation Letter must be submitted directly to Shinshu University. Letters submitted by applicants themselves will not be accepted.

1. The applicant enters the recommender's name, email address, and affiliation in the online application system.
2. The applicant completes Step 4 of the online application process. Please note that the email requesting a Letter of Recommendation will be sent to the recommender only after the applicant has completed Step 4.
3. The recommender follows the instructions provided in the request email and submits the Letter of Recommendation directly to Shinshu University by the designated deadline

Submission deadline: October 23, 2026 (Fri.) at 5:00 p.m. JST

Important: Applicants are strongly encouraged to complete Step 4 as early as possible to allow sufficient time for their recommender to prepare and submit the Letter of Recommendation.

Applicants should also:

- Share these [Recommendation Letter Guidelines](#) with their recommender.
- Confirm when the request email will be sent and inform the recommender of the submission deadline.
- Ensure that the recommender's email address is entered correctly. Applicants are responsible for any errors in the information they provide.

The application period for applicants closes on **October 20, 2026 (Tue.) at 5:00 p.m. JST**, whereas the deadline for Letters of Recommendation is **October 23, 2026 (Fri.) at 5:00 p.m. JST**.

General Requirements

Language: English (Japanese is also accepted)

Format: Free format

Length: Approximately 1 to 2 pages (recommended)

Letterhead: Institutional letterhead is preferred.

Signature: The letter should include the recommender's signature, name, position, institutional affiliation, and contact information

Required content: The letter must describe the recommender's relationship with the applicant and provide an overall assessment of the applicant's suitability for graduate study in the Aqualogy Graduate Program

Recommended Structure

Recommenders are free to organize the letter in their own format. To make the purpose of the letter clear and to support recommenders who would like guidance, the Aqualogy Graduate Program provides a recommended structure for the letter. The recommended structure is a guide only and is not a mandatory form. Recommenders may use their own format provided that the required information described above is included.

Recommended structure/template: Recommendation Letter - Recommended Structure (provided as follows)

What the Admissions Committee Finds Helpful

Strong Recommendation Letters usually provide concrete evidence rather than general praise. Whenever possible, please

describe the applicant's individual contributions and explain why the applicant has strong potential for graduate research.

- Specific examples based on direct observation
- The applicant's individual role or contribution in research, coursework, or other academic activities
- Qualities that distinguish the applicant from peers
- Where appropriate, comparison with students or researchers at a similar academic or career stage

Confidentiality

Recommendation Letters are treated as confidential and will be used solely for the admissions process.

Recommendation Letter - Recommended Structure

Please prepare the Recommendation Letter in your own words. The structure below is provided as a guide only; you do not need to follow it exactly. Specific examples and observations based on your direct experience with the applicant are particularly helpful to the Admissions Committee.

First Paragraph - Relationship with the Applicant [Required]

Please describe your relationship with the applicant, including the capacity in which you have known or supervised the applicant, how long you have known the applicant, and the nature and extent of your interactions with the applicant.

Second Paragraph - Academic Ability [If applicable]

Please comment on the applicant's academic ability, where possible, addressing areas such as academic performance, intellectual ability, analytical thinking, and ability to learn new concepts.

Third Paragraph - Research Ability [If applicable]

Please comment on the applicant's research ability, where possible, addressing areas such as research competence, experimental and/or computational skills, scientific thinking, creativity, problem-solving ability, and potential to conduct independent research. Specific examples of the applicant's individual contributions are particularly helpful.

Fourth Paragraph - Personal Qualities [If applicable]

Please comment on personal qualities relevant to graduate study and research, such as independence, initiative, communication skills, teamwork, leadership, and professionalism.

Additional Paragraph(s) - Other Qualities Relevant to the Aqualogy Graduate Program [If applicable]

Where appropriate, please comment on any additional qualities that distinguish the applicant and may be relevant to the Aqualogy Graduate Program, such as interdisciplinary aptitude, international mindset, leadership and initiative, resilience, integrity, and commitment to research ethics. You are welcome to comment on other qualities that you consider important.

Final Paragraph - Overall Recommendation [Required]

Please provide your overall assessment of the applicant's suitability for graduate study in the Aqualogy Graduate Program. Where appropriate, comparisons with other students or researchers at a similar academic or career stage are particularly helpful.

Signature and Contact Information [Required]

Please include your name and signature, position and institutional affiliation, and contact information.

Submission Deadline

The recommender follows the instructions provided in the request email and submits the Letter of Recommendation directly to Shinshu University by the designated deadline.

October 23, 2026 (Fri.) at 5:00 p.m. JST