**Form B:** Evaluation(School Principal/Head, Subject/Homeroom Teacher, or Guidance Counselor, etc.)

**Applicants must ask their secondary/high school\* to process this document.**

The electronic data of the completed document must be **uploaded to the Online Application System by the school\*** between **November 1 and December 5, 2022 (5 p.m. JST)**. Please refer to the Online Application System User Manual (<https://www.iup.kyoto-u.ac.jp/apply/>) for details of how to ask the school to upload the document to the system.

**The original of this form must be kept until the applicants’ screening results are announced.** The original must also be submitted if the applicant is shortlisted.

Please note that this document must be:

* Prepared on school letterhead stationery
* Produced by the school
* Signed by one of the following:

1. School principal/head
2. Subject/homeroom teacher
3. Guidance/college counselor

Note: The school must be that which the applicant currently attends or most recently attended for secondary education.

If it is not possible to have the form prepared by the school, it can be prepared by a person who is deemed equivalent to any of the persons listed in 1., 2., or 3., above. In this case, the person must be well acquainted with the applicant’s academic performance in secondary/high school, and must specify his/her relationship to the applicant and how long he/she has known them in section “1. Evaluator’s information” of the form.

**Please be as specific as possible when describing the reasons for your recommendation of the applicant,** as we would like our information and impression of the applicant to be as accurate as possible.

Thank you for your cooperation.

Kyoto iUP Admissions Office

**Evaluation**

(Form B)

The format of this form must not be altered in any way. Please complete as many fields as possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Evaluator’s information | |  | | | |
| Name |  | | | | |
| Title |  | | | | |
| Name of school/institution |  | | | | |
| School address |  | | | | |
| Work phone number |  | | | Email |  |
| Relationship to the applicant\* | |  | | | |
| How long and in what capacity has  the evaluator known the applicant | | |  | | |

\*E.g. principal of the applicant’s school, applicant’s English teacher, etc.

|  |  |  |
| --- | --- | --- |
| 1. General information about the applicant | |  |
| Name of applicant |  | |
| Date of birth |  | |
| Rank of the applicant  (In their grade and in their class.  Example: 3/120 (in the grade), 1/30 (in the class)) | / ( in the grade )  / ( in the class ) | |
| GPA (Example: 2.30/3.00) | / | |
| GPA type  (Please give details: scale, weighted or unweighted, etc.) |  | |
| Average mark (Example: 90/100) | / | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Please enter the following information about your school during the past three academic years. | | | |
|  | AY 2019 | AY 2020 | AY 2021 |
| Number of graduates |  |  |  |
| Number of students who go on to enroll in universities in other countries |  |  |  |
| Please provide examples of the universities. |  | | |

(AY: Academic Year)

|  |
| --- |
| 1. Please evaluate the applicant specifically in terms of academic ability, motivation, personal strengths, and interpersonal skills. |
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| 1. Please provide any other information relevant to the evaluation.   (Attach additional sheets if necessary.) |
|  |

|  |  |
| --- | --- |
| Date of issue: | (Month) (Date) (Year)  ) (Month) (Year) |
| Evaluator’s handwritten signature: |  |
| Evaluator’s name in block letters: |  |