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| 53-70, Jingumae 5-chome  Shibuya-ku, Tokyo 150-8925  Japan | | LOGO-UNU high qual | | | | Tel: (+81) 3-5467-1212  E-mail: ro\_internship@unu.edu Website: http://unu.edu |
| **Recommendation Form****Junior Fellows Internship Programme, Office of the Rector** | | | | | | |
| **Part I: To the Applicant:** Please fill in this section and then give this form to the person who has agreed to recommend  you. Refer to the terms governing the submission of letters of recommendation on Part III of this form. | | | | | | |
| **Applicant Information** | | | | | | |
| Applicant’s Name | | | Internship Period: | | | |
| *(family)* | *(first)* | | Year: | Term: | Fall (mid-October – February)  Spring (TBD) | |

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| **Part II: To the Referee:** We would sincerely appreciate your opinion of the above named individual, an applicant to the Junior Fellows Internship Programme at the Office of the Rector, United Nations University. Kindly fill in the fields below and attach to this document a letter of recommendation addressed to the Office of the Rector Internship Committee. We are particularly interested in your professional assessment of the candidate’s character, achievements, quality of work and any capacities which you feel may contribute to the candidate’s successful participation in the programme. In addition, please include how long and in what capacity you have known the applicant. Your letter need not exceed one page (500 words). | |
| *Referee’s Name* | *Position or title* |
| *Affiliation/institution* | *Address* |
| *Phone* | *Email* |
| *Signature* | *Date* |

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| **Part III: Sending the Letter of Recommendation:** This signed and completed form is to be forwarded to the Office of the Rector Internship Committee via one of the following methods. |
| 1. Email: The referee emails a scanned copy of this signed and completed form and a letter of recommendation as attachments to [ro\_internship@unu.edu](mailto:ro_internship@unu.edu), subject line: “Letter of Recommendation for [Applicant’s Name].” The email must be from an institutional address, preferably as indicated in Part II above. Submissions from a public email domain (i.e. Yahoo, Gmail, Hotmail) will not be considered. 2. Post: The referee prepares hard copies of this signed and completed form and a letter of recommendation in a sealed and stamped official company or school envelope. This envelope may be submitted by the applicant along with other application materials or it may be sent by the referee directly to the Office of the Rector Internship Committee. Letters of recommendation must be received by the application deadline to be considered. Mail hard copies to the following address:   Office of the Rector, Internship Committee  c/o Alexandra Ivanovic  United Nations University  5‑53‑70, Jingumae, Shibuya‑ku  Tokyo 150-8925, Japan |