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| EMB000015203392 | **Recommendation Letter** |  |
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| Applicant’s Information | |
|  |  |
| Applicant’s Name |  |
|  |  |
| Date of Birth(DD/MM/YY) |  |
|  |  |
| Currently Attending/Previously Attended School  (If he/she has received Korean GED, please indicate the year/month and city of where it was obtained.) |  |
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|  |
|  |  |
| Desired College/Major at SNU |  |

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| --- | --- |
| Recommender’s Information | |
|  |  |
| Recommender’s Name |  |
|  |  |
| Telephone/E-mail |  |
|  |  |
| Title, Position and Institution  (If the recommender is a teacher, please specify the subjects one teaches ex) Math, Art, English) |  |
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|  |  |
| How long have you known this applicant? |  |
|  |  |
| In what capacity have you known this applicant? |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| 1. | Everything I provide in this recommendation letter form is based on facts. | | □ Agree |
| 2. | I confirm that I am not a member of SNU Faculty, the applicant him/herself, the applicant’s family member or relatives, staff of a private institute and/or a private tutor. | | □ Agree |
| 3. | I confirm that I will not disclose any information included in this reference form to anyone else including the applicant. | | □ Agree |
| 4. | I will cooperate with SNU if asked for verification of any of the information provided in this reference form. | | □ Agree |
| 5. | I understand that if it is discovered that I had intentionally provided false information or had someone else write the letter, I will be disqualified from writing a recommendation letter to SNU in the future. | | □ Agree |
| —————————  Signature | | —————————  Date(MM/DD/YY) | |

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| Note for Recommender |

1. The recommendation letter must be written by the recommender himself/herself and provide an accurate description of the applicant’s abilities, characteristics, and experiences based on facts.

2. The recommender and the applicant should fully cooperate with the admissions committee if requested to verify any information given in the recommendation letter.

3. Plagiarism detection software will be used to check the letter for authenticity and if any form of cheating including but not limited to plagiarism is discovered, it will lead to the disqualification of the applicant or the rescission of admissions offer.

4. According to the regulation of Ministry of Education in Korea, we restrict recommenders to only mention students’ activities performed within their schools. Thus we forbid any mention of activities done through private organizations that may hinder us from taking a holistic approach when evaluating the applicants. Therefore, the Admissions Committee will disregard any comments on activities that might promote private out-of-school tutoring.

5. If any mention of standardized language proficiency test scores, records of math/science Olympiads or of any other competitions hosted by outside-of-school organizations are found in the recommendation letters, the applicant will be disqualified.

6. Seoul National University’s staff, directors of out-of-school tutoring institutes, private tutors, family members, relatives, friends, or the applicant himself/herself cannot write the recommendation letters and if discovered, the applicant will be disqualified.

7. The recommendation letter should be sealed in a signed envelope. The letter can be sent to the Office of Admissions directly by the recommender via post at Seoul National University. Or a recommender may hand the sealed and signed recommendation letter to the applicant to send it along with his/her application package. All recommendation letters must arrive at the office of Admissions before the document submission deadline (September 20th (Tue), 2016).

Office of Admissions

Seoul National University

1 Gwanak-ro, Gwanak-gu

Seoul 08826, KOREA

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| I acknowledge I have read and understood the contents of this form and I waive my rights to object to any measures taken by the university due to my failing to comply with the guidelines.  □ Agree |

**1. Please rate the applicant in the following areas by checking the appropriate box.**

(If you cannot evaluate, please check ‘unable to evaluate’ box)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Compared to Students** | | | **Excellent** | **Good** | **Average** | **Below Average** | **Unable to Evaluate** |
| **among all of 12th grade** | **in his/her chosen track** | **in your class** |
| **1) Practice and aiming for academic achievement/goal** |  |  |  |  |  |  |  |  |
| **2) Self-directed learning** |  |  |  |  |  |  |  |  |
| **3) Class participation** |  |  |  |  |  |  |  |  |

**If there are any additional aspects of the applicant’s academic ability that SNU should consider, please explain here.**

**2. Please rate the applicant in the following areas by checking the appropriate box.**

(If you cannot evaluate, please check ‘unable to evaluate’ box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Excellent** | **Good** | **Average** | **Below Average** | **Unable to Evaluate** |
| **1) Sense of Responsibility** |  |  |  |  |  |
| **2) Diligence** |  |  |  |  |  |
| **3) Leadership** |  |  |  |  |  |
| **4) Teamwork** |  |  |  |  |  |
| **5) Consideration for**  **Others** |  |  |  |  |  |

**If there are any additional aspects of applicant’ personality and interpersonal relationships that SNU should consider, please explain with specific examples.**

**3. If there’s anything else you want us to know about the applicant, please provide them here. .**