|  |  |  |
| --- | --- | --- |
| EMB000015203392 | **Recommendation Letter** |  |
|  |

|  |  |
| --- | --- |
| 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.) |  |
|  |
|  |
|  |  |
| Desired College/Major at SNU |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| 1. | I certify that the information provided on this form is true, complete and accurate. | | □ Agree |
| 2. | I confirm that I am not a member of SNU Faculty, the applicant him/herself, the applicant’s family member or relatives, a 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) | |

|  |
| --- |
| 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 are required to 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 expose any form of unfair practice including but not limited to plagiarism. Discovery of unfair means can result in refusal of admissions or revocation of the admissions offer.

4. Conforming to the regulation of Ministry of Education in Korea, we restrict mention of student activities to those conducted in schools. Thus, we forbid any reference to activities involved with 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, publications on academic journals and books 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. In the selection process, we exclude any personal information that could interfere with fair and objective evaluation of applicants. Accordingly, we prohibit applicants from entering any personal information other than those listed in our "Applicant’s Information" form. Any mention of the applicant's name, the high school the applicant is enrolled in or has graduated from, the name of any family member (including relatives) and implications of their socio-economic status (ex. profession, company name, position, etc.) can put an applicant in a disadvantageous position.

8. The recommendation letter should be sealed in a signed envelope. The letter can be sent to the Seoul National University Office of Admissions directly by the recommender via post. Or the recommender may hand the sealed and signed recommendation letter to the applicant to submit along with his/her application package. All recommendation letters must arrive at the office of Admissions before the deadline for document submission: January 2nd (Wed) 2019.

Office of Admissions

Seoul National University

1 Gwanak-ro, Gwanak-gu

Seoul 08826, KOREA

|  |
| --- |
| 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 failure to comply with the guidelines.  □ Agree |

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

(If you cannot evaluate, please check “unable to evaluate.”)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Compared with** | | | **Excellent** | **Good** | **Average** | **Below Average** | **Unable to Evaluate** |
| **Other graduating students.** | **In his/her chosen track** | **Students in your class** |
| **1) The sense of goal and effort toward learning** |  |  |  |  |  |  |  |  |
| **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 below.**

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

(If you cannot evaluate, please check “unable to evaluate.”)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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’s personality and interpersonal relationships that SNU should consider, please explain with specific examples.**

**3. If there is anything else you want us to know about the applicant, please provide information below.**