

Recommendation Letter Writing Policy

Prof. Alexis Akira Toda

I wish to support ambitious students who pursue postgraduate studies. To achieve the goal to place students to programs that they deserve, but at the same time to keep my reputation as a trustworthy person, it is important that I write honest and informative letters of recommendation. Therefore I implement the following policy to write letters of recommendation.

If I accept to write a letter for you (applicant):

1. you must submit a copy of your academic transcript and any other materials (writing sample, résumé, etc.) that I request;
2. you agree that I discuss in the letter your academic performance, including (but not limited to) your GPA, grade and ranking within my class, comparison to past students, etc.;
3. you must waive your right to access my letter of recommendation.

Agreement to Letter Writing Policy

By signing this agreement, I, (name) _____, agree that

1. I submit a copy of my academic transcript and any other materials requested by the letter writer;
2. the letter writer discusses in the letter my academic performance, including (but not limited to) my GPA, grade and ranking within the class I have taken with the letter writer, comparison to past students, etc.;
3. I will check the box “I waive my right to access the letter of recommendation” when I submit my applications.

In the letter of recommendation, I would like to be referred to as (please circle one):

He **She** **Other** (please specify):

Date: _____

Signature: _____