

# HIF Reference Form

- To be completed by the applicant's current or most recent instructor of Japanese.
- Please directly send this form to [jj@hif.or.jp](mailto:jj@hif.or.jp) by March 21, 2022 (Eastern Daylight Time).
- 日本語が母語の方は日本語でお願いします。

## <Information of the REFREE>

Name	
Position	
Institution	
E-mail	
Phone	

## <Information of the APPLICANT>

Name	
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### 1. Please describe how long and in which capacity you have known the applicant.

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2. Please check the appropriate box to rate the applicant according to the criteria below, using a scale of 1 to 5 or NB (No Basis for Judgement).

A score of 5 = Excellent, and a score of 1 = Unacceptable.

<Class Performance and Writing Assignments>					
a) <b><u>CRITICAL THINKING SKILLS</u></b> : examines and analyzes things objectively; thinks logically					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB
<Learning Attitude>					
b) <b><u>ACTIVENESS</u></b> : takes initiative; acts and thinks positively; self-motivated					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB
c) <b><u>RESPONSIBILITY</u></b> : deals with situations conscientiously and to completion; takes responsibility for deadlines/attendances; sincere and reliable					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB
<Class Performance and Extra-Curricular Activities>					
d) <b><u>SOCIALIZING SKILLS</u></b> : understands different values; adaptable in group settings; ability to build personal relationships; courteous					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB
e) <b><u>EMOTIONAL STABILITY</u></b> : emotions and self-control appropriate to situations; not prone to panic or inappropriate emotional outbursts in stressful situations					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB
f) <b><u>COMMUNICATION ABILITY</u></b> : sincere attitude and understanding when listening to the others; talks clearly and effectively for the situation, cooperativeness					
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NB

**3. Please check all that apply.**

**a) If this applicant participates in this program in which a lot of interactions with others are required, they can**

- manage daily conversations with native speakers
- make a presentation on a social topic
- manage discussions with peer students in the same level
- others

**b) If this applicant works on a project with their peer students, they can**

- lead other students to the goal
- work together in a cooperative manner
- accomplish their goal without giving up
- work independently

**4. Please give us your candid opinion about the applicant. Considering that this program requires them to be more autonomous than in a regular language classroom, do you think they will successfully complete it?**

**5. Please check the appropriate box to indicate your recommendation for this applicant.**

<input type="checkbox"/> I recommend this applicant strongly. <input type="checkbox"/> I recommend this applicant. <input type="checkbox"/> I recommend this applicant with reservation. <input type="checkbox"/> I do not recommend this applicant.
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**6. Electronic Signature**

<b>I certify that all the information in my reference is accurate and true and that I am the person submitting the reference.</b>	
Signature	
Date	