

# JCC's TOKYO INTERNSHIP PROGRAM APPLICATION

## Letter of Reference

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant will have access to the information provided below unless s/he has waived such access.

Name of applicant: \_\_\_\_\_

(Optional) I hereby waive my right of access to the material recorded below.

Signature of applicant: \_\_\_\_\_

To the reference provider: The student named above is applying to participate in an internship teaching English to children in Tokyo, Japan, for one semester. This internship requires an extremely high level of maturity, responsibility, and interpersonal skills. Please provide an accurate assessment of this student's readiness to participate in such a program (attach an additional page or use back if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Exceptional	Above Average	Average	Below Average	No Information
Maturity					
Motivation					
Interpersonal Skills					
Responsibility					
Time Management					
Work Ethic					

How long have you known this individual? \_\_\_\_\_ In

what capacity have you known him or her? \_\_\_\_\_

Recommendation provider information:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Signature \_\_\_\_\_

**Please place completed form in an envelope, seal envelope, and then sign your name across the seal. Envelope may be returned to applicant, who will deliver to selection committee. Thank you!**