



**United Nations University, Tokyo, Japan UNU-IC 2009 Application  
RECOMMENDATION FORM**

This form consists of two pages: 1 of 2 pages

**(Confidential)**

Please send to:

UNU-IC Secretariat  
United Nations University  
5-53-70 Jingumae, Shibuya-ku, Tokyo 150-8925, JAPAN  
TEL: +81-3/5467-1212 FAX: +81-3/3499-2828

**Deadline for application: 31 January 2009**

**TO THE APPLICANT:**

Please specify the course(s) you plan to take.

- United Nations System: Pressing Issues and Sustainable Solutions (UNSPISS)**
- Peace and Human Rights (PHR)**
- Global Change and Sustainability (GCS)**
- International Development and Cooperation (IDC)**

This form should be given to individuals who you think are appropriate for discussing your qualifications for the UNU International Courses (UNU-IC). Please have each recommender return this form to you in a sealed envelope after they have completed it or have them send it directly to the Director or the UNU-IC Secretariat. The returned envelope is to be mailed to UNU-IC Secretariat with the rest of your application materials. This recommendation is used for admissions purposes only, and you will not have access to it whether or not you are admitted.

Please note that it is the applicant's responsibility to request the form early enough to meet the designated application deadline.

Please type or print your name: \_\_\_\_\_  
Last (Family)
First
Middle

Current Address: \_\_\_\_\_

**TO THE RECOMMENDER:**

The person named above is an applicant to the United Nations University International Courses (UNU-IC). The Selection Committee attaches considerable weight to the statements made by the recommenders that the applicant has selected. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on the form. It is equally acceptable to respond to these questions in letter form, but should you choose this format, please fill out the information in the box and staple the letter to the back of this form. It is recommended that you keep a copy for your files in case the original should be lost in the mail. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help.

Please return the completed form to the UNU-IC Secretariat, United Nations University, 53-70 Jingumae 5-chome, Shibuya-ku, Tokyo 150-8925, Japan or return to the applicant in a sealed envelop, signed over the flap to be submitted together with the application package.

Name of Recommender: \_\_\_\_\_  
(Please print or type)

Position/Title: \_\_\_\_\_ Affiliated organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.

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

2. What are the applicant's principal strengths?

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

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Applicant's Name: \_\_\_\_\_

3. In what areas could the applicant improve?

\_\_\_\_\_

\_\_\_\_\_

4. In your opinion, has the applicant given careful consideration to his/her plans for entry into the UNU-IC programme?

\_\_\_\_\_

\_\_\_\_\_

5. Please compare the applicant on the scale below with others you have known during your professional career.

	Truly Exceptional	Outstanding	Excellent	Above Average	Average	Below Average	Unable to Judge
	top 5%		top 10%	top 25%	top 50%	bottom 50%	
Academic and/or professional performance							
Analytical ability							
Motivation							
Leadership potential							
English communication skills							
Overall rating of the candidate							

Indicate the peer reference group to which the applicant is compared: \_\_\_\_\_

6. Please comment on the ratings above and feel free to make additional statements concerning the candidate's integrity, achievement, managerial potential and other personal qualities. Attach an additional sheet if necessary.

May we call you if the Selection Committee feels that it would be helpful to speak with you by phone regarding the applicant?

Please circle: YES / NO

If yes, please provide us with your telephone number.

Office: \_\_\_\_\_

Home: \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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