

3

Recommendation Form Instructions

■ For the applicant:

1. Applicant should not read the contents of the letter of recommendation.
2. Applicant should ask two teachers who know the applicant well for letters of recommendation.
3. Applicant can also ask a counselor or a principal for a recommendation.

■ For the teacher:

1. Letter of recommendation form can be downloaded from our homepage (<http://uic.yonsei.ac.kr>) or can be picked up at the UIC Office.
2. Letter of recommendation can be handwritten using blue or black ink or typed using a word processor.
3. Contents of the letters of recommendation should be one page in length.
4. The recommender should confirm applicant's information provided on the letter of recommendation. He/she should not disclose the contents of your letter to the applicant. Make sure the form has been signed.
5. Your letter of recommendation is an important source of information for the admission process. Provide objective facts and fair statements.
6. When checking the scaled evaluation items, if adequate information is not available, check the box "Unknown".
7. Once the letter of recommendation is completed, place it in an envelope and seal the envelope with your signature.
8. You can submit the letter of recommendation directly to the UIC Office (address below) via either registered mail or door-to-door delivery service.

UIC International Admissions
Underwood International College, Yonsei University
50 Yonsei-ro, Seodaemun-gu, Seoul 120-749 Republic of Korea
Tel: + 82 2 2123 3923
Email: uicadm@yonsei.ac.kr

9. Staple the top left corner of the two pages: information page of the recommender and the recommendation letter.
10. If the letter of recommendation is delivered before the application number is issued, the letter should include the applicant's national ID number on the application.
11. Provide two pages (1 page on information regarding the recommender, and 1 page recommendation letter) for the letter of recommendation. Before mailing it to UIC, confirm the accuracy of the information.

Note: If the letter of recommendation is not sent directly by the recommender and thereby the contents of the information provided is compromised, the recommender will be responsible for the consequences. We recommend the recommender to send the letter directly to Underwood International College.

3 Recommendation Form

- **Applicant:** Complete each information field below. Please print neatly or type. After you have read and signed the confidentiality statement, give this form to your recommender.

Applicant's Name		Citizenship	
School Name			
Fields of study for which you are applying	Underwood International College		

- **Recommender:** Complete each information field below. Please print neatly or type.

Recommender's Name			
Phone Number		Email	
Name of Institution to which you belong		Position	
How long have you known this student and in what context?			
I certify that the information presented in my recommendation is accurate, complete, and honestly presented. I also certify that I have kept any information in my recommendation confidential and I will not disclose it under any circumstances.			

I recommend this student for admission.

Recommender's Signature _____ Date _____

Please seal this recommendation form and mail this form directly to the address below:
 UIC International Admissions
 Underwood International College, Yonsei University
 50 Yonsei-ro, Seodaemun-gu, Seoul, Korea (120-749)

1. Academic performance (Grade Level: _____, Class rank: _____, Class size: _____)

Unable to evaluate	Evaluating list	below average	average	good	excellent (top 5~10%)	outstanding (top 1-5%)
<input type="checkbox"/>	Academic achievement	<input type="checkbox"/>				
<input type="checkbox"/>	Attitude and motivation	<input type="checkbox"/>				
<input type="checkbox"/>	Analytic and logical skills	<input type="checkbox"/>				
<input type="checkbox"/>	Comprehension	<input type="checkbox"/>				
<input type="checkbox"/>	Written expression of ideas	<input type="checkbox"/>				
<input type="checkbox"/>	Spoken expression of ideas	<input type="checkbox"/>				

※ Please make a specific comment on each item from the above evaluating list.

2. Personal qualities

Unable to evaluate	Evaluating list	below average	average	good	excellent (top 5~10%)	outstanding (top 1-5%)
<input type="checkbox"/>	Responsibility and faithfulness	<input type="checkbox"/>				
<input type="checkbox"/>	Self-confidence	<input type="checkbox"/>				
<input type="checkbox"/>	Self-reliance and independence	<input type="checkbox"/>				
<input type="checkbox"/>	Leadership	<input type="checkbox"/>				
<input type="checkbox"/>	Emotional stability	<input type="checkbox"/>				
<input type="checkbox"/>	Integrity	<input type="checkbox"/>				
<input type="checkbox"/>	Social maturity	<input type="checkbox"/>				

※ Please make a specific comment on each item from the above evaluating list.

3. As a whole, I recommend this student for admission

Without enthusiasm Moderately Strongly Enthusiastically

※ The recommendation will be served ONLY for the purpose of admission process.