

I am always willing to write letters of reference for advisees, however, I will only write a maximum of 5 letters for each student and **I do not give letters directly to students**. For U.S. programs, this is guaranteed since most references are submitted electronically, on-line. If your letter needs to be mailed, please provide me with mailing addresses for all letters so they can be sent directly to the school. Please also:

1. **Request your letter a month in advance** if possible. I require at least one week. I am often not in Japan in March or August, so plan ahead.

2. (If you are/were an ICU student) **Provide a copy of your transcript**. If you are not an ICU student, I will only comment on the classes you took with me, but remind me of your home institution, major, when (including how long) you were at ICU and under what program.

If you are applying to a PhD program in Economics, please provide details on your mathematics background and which courses you took that satisfy the [recommendations of the American Economics Association](#):

- basic calculus and linear algebra
- applied mathematics, differential equations, linear programming, and basic probability theory
- advanced calculus, advanced algebra and stochastic processes
- real and complex analysis, advanced probability theory, and topology

3. **Prepare a list of courses that you took with me, and when**. Give some details on course requirements, what grades you received, and ways in which you think you stood out or demonstrated your readiness for graduate school.

4. **Give me a complete list of programs/scholarships you are applying for, the deadline for submission, the contact person and link to submit the recommendation** (or mailing address if they want it mailed). Please explain briefly what the program is (e.g.: MA program in economics, PhD program in finance, scholarship program for study abroad, etc...).

If you are applying to a PhD program in Economics, also provide the ranking of the programs. Ranking differ by organization, but here is a link to some [rankings from the American Economics Association](#) (which includes programs outside the United States).

For an *even better* letter:

5. Complete YOUR application FIRST and provide me with any documents you are

submitting, even if they are in Japanese.

For the *best* letter:

6. AFTER you have compiled these documents, come in during office hours for a 10-15 minute interview.

It is appropriate to send reminders to me as a deadline approaches. In fact, I appreciate that. Please send it as a reply to your original e-mail so I can keep track of things.

I do not accept gifts from students, but always appreciate a note or even just a quick e-mail of thanks and an update on what you are doing / the result of your applications.

Example:

List of Applications

1. Ito Foundation for International Education Exchange
Deadline August 25
Scholarship program for Japanese students wishing to study abroad.

2. XYZ M.A. program in Financial Engineering
Deadline: August 29th

Courses taken

1. GES001 Economy and Economics, 2009 Autumn, A
Grading based on a term paper and group debate on immigration. (copy of paper attached). I participated actively in class discussions. Term paper included regression analysis of blah, blah and blah....