

Dear Student,

I am happy to write letters of reference for students who want to apply for the ICU Scholarships. As the University recommends, **I do not give letters directly to students.** I will take them to the ICU Student Service Division Office.

For the best letter, please visit me during office hours and bring with you the following:

1. **Application form (申請書)**
2. **A copy of your transcript (if you are not my advisee) (成績の記録、指導生の場合は不要)**
3. **Prepare for a short interview in English or Japanese (英語または日本語での面接)**

I will ask you a few questions regarding your application, such as (1) why are you applying for or feel you should qualify for this scholarship? (2) what are your current plans after graduation from ICU? (and, for first and second year students, what are you planning to study at ICU?) (3) what extra-curricular activities are you involved in?

You are always welcome to come visit me during office hours. An appointment is not necessary (although please note that I often cancel office hours on National Holidays, even if ICU classes are in session – in that case, make-up office hours will be held later in the week). If you want to e-mail me in advance to let me know which day you are coming, that is fine as well.

Professor Montgomery