

Dear Student,

I am happy to write letters of reference for advisees who want to study abroad. As the University recommends, **I do not give letters directly to students**. I will take them to the ICU International Educational Exchange Office (or mail it if you are applying to a different program).

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** (成績の記録)
3. **Essay** (英文エッセイ)
4. **Prepare for a short interview in English** (英語での面接). I will probably ask you many of the same questions you answered in your essay, like (1) why do you want to study abroad? (2) why are you particularly interested in XX program? (3) What are you planning to major in at ICU? (4) What do you see yourself doing after you graduate from ICU? (5) How do you think a study abroad experience will help you to contribute to ICU and Japan once you return?

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