

Letter of Recommendation (B)

By English Teacher

International Admissions for the Year 2015
Korea Science Academy of KAIST

Notice

1. To write your recommendation, please follow the steps.

Step 1 : Go to the KSA online recommendation letter writing website.
http://admission.ksa.hs.kr/english/application/recommend_main.php
Step 2 : Type in your name and email address.
Step 3 : Click the request button and check your email for the requested number.
Step 4 : Input the requested number.
Step 5 : Choose the recommendation type.
Step 6 : Write your recommendation.

2. Type your recommendation in English.
 3. Submit your recommendation online **by no later than 23:00 Friday July 28, 2014 (GMT + 9).**
 4. Your candid recommendation of the applicant's potential for success at KSA is extremely valuable to the admissions process. Comments made on the recommendation need to be clearly described with specific and detailed examples on this letter. KSA will confirm the veracity of contents of the recommendation during the evaluation process.
 5. Misstatements or comments written by others can be a big disadvantage for admission because the recommendation letter will be documented.
 6. Fill out the applicant and recommender's information below and check √ the box.
- ※ This recommendation will be used only for admissions. Feel free to contact KSA's Office of Admissions at admission.ksa@kaist.ac.kr.

* I have read this notice.

☐

[COMPLETED BY THE APPLICANT].

Full Name of Applicant in English		Date of Birth	
Registration Number		Nationality	

[COMPLETED BY THE RECOMMENDER]

Recommender's Name			
Institution			
Title / Position	/		
Telephone		Fax	
Cell phone			
E-mail			
Mailing Address			

- ☐ I have written this recommendation based on the facts.
- ☐ I will not disclose the contents of my recommendation to the applicants or others under any circumstances.
- ☐ I will cooperate when KSA asks for confirmation of the contents of the recommendation.
- ☐ I will take responsibility for any false contents and the information written by someone else.
- ☐ I hereby pledge that I have confirmed the contents above.

Check the pledge ☐

※ Describe educational and local environment of the school the applicant is currently attending.

※ Describe your interaction with the applicant.

- a. How long have you known the applicant? _____
- b. Elaborate on your relationship with the applicant.

1. Please rate the applicant relative to other students in the same grade you are in charge of by checking the appropriate box.

(Check with the mark ✓)

Applicant's level Appraisal Item	Exceptional (1%)	Excellent (5%)	Good (10%)	Above average	Below average	No basis for judgment
Various interests except mathematics and science						
Self-achievement						
Relationship with friends and teachers & cooperation with others						
Spirit of service & concern for others						
Communication skills						
Sense of responsibility & leadership						

2. Describe the applicant's interests in various areas, willingness for self-achievement, and personal traits in detail.

3. Elaborate on the applicant's relationship with friends and teachers, spirit of service, concern for others, cooperation, and leadership.

4. How strongly do you recommend this student to KSA? *(with ✓ mark)*

My strongest recommendation		Strongly		Fairly strongly		With reservation	
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