

Submission of Recommendation Letter

Japan Student Services Organization
Student Exchange Department
Student Exchange Support Division

For the application documents for the Student Exchange Support Program (Graduate scholarship for degree seeking students) for FY 2026 conducted by the Japan Student Services Organization, please input and submit a recommendation letter through the '**Recommendation Letter Submission Form.**'

1. The information that the recommender obtains from an applicant is as follows:

- ① Applicant's name
- ② Applicant's ID (10-digit number that starts with 'KA')
- ③ URL of the '**Recommendation Letter Submission Form**'

2. Submission Period

From Monday, September 1, 2025 to Thursday, October 9, 2025 1:00 PM (Japan Time)

* Submissions will not be accepted under any circumstances after the deadline. In the absence of the recommendation letter, the applicant's documents will not be eligible for consideration, even if the applicant's own submission is complete.

*As a rule, the recommendation letter should be submitted only once per applicant. We are unable to accommodate resubmissions, replacements, or corrections, so please carefully verify the accuracy of all input and uploaded files prior to submission.

3. Preparation of Recommendation Letter

Please input the content directly into the "**Recommendation Letter Submission Form.**"

*The primary sections to be completed for the recommendation letter are as follows:

Relationship with the applicant, Academic performance, Personality, Overall assessment, Study abroad plans, Future potential, etc.

<Instructions for Preparing the Recommendation Letter>

-Please ensure that the applicant's full name and applicant's ID are entered accurately. Incorrect entries may prevent the collating of the applicant with the recommender.

- Applicant enters recommender's name, Affiliation, Job title, email address in the application form. Please make sure to review the contents with the applicant in advance to ensure they are consistent with the recommendation letter.

-There are sections for responses both by selection and written description regarding the applicant's personality and study abroad plans.

*Each description field can accommodate up to 2,000 characters with spaces counted as characters.

- In addition to the input section of the recommendation letter, an additional document may be uploaded. Please ensure that the applicant's full name and applicant's ID are included on the document.

*The document must be of A4 size and within two pages.

- Please provide the contact information including the telephone number and the email address where you can be reliably reached and respond to inquiries regarding the recommendation letter.

- Please ensure that there are no omissions or errors in your submission. Kindly note that if any omissions or issues are found, we may contact you for clarification.

4. Submission Guidelines

-Please note that content entered and files uploaded in the "**Recommendation Letter Submission Form**" cannot be temporarily saved.

- Inquiries regarding the submission status of recommendation letter will not be accepted. Please verify the completion of submission with an email which will be sent to the email address registered by the recommender once the documents have been successfully submitted.

[Contact Address]

‘Reception Center for Student Exchange Support Program (Graduate scholarship for degree seeking students)’

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