

Sample: Letter of request for research/study supervision

- Please use the letterhead of the university and try to keep all the contents on a single page.
- Words marked in yellow should be revised as necessary.

Dr. Minoru TERANO

President

Japan Advanced Institute of Science and Technology

1-1 Asahidai, Nomi, Ishikawa 923-1292 Japan

Month day, year

Date of issue
e.g. April 1, 2025

Dear Dr. Terano:

In case of Graduate students, chose "Research".
In case of Undergraduate student, chose "Study".

Subject: Request for **Research/Study** Supervision

We would like to request you to supervise our student(s) below in Japan Advanced Institute of Science and Technology.

Name of Student: **Student's name**

Department:

Faculty(School/college):

Supervisor in JAIST:

Research Title:

Research Period in JAIST: **mm/dd/yyyy - mm/dd/yyyy**

Reason for Request:

Please type the start date and the end date of research/study period.

For the details of **his/her** **research/study** plan, please refer to the application form.

I would greatly appreciate it if you would consider accepting **him/her** to Japan Advanced Institute of Science and Technology.

Sincerely,

Please sign here in handwriting.

Signature

Please type the name and job title of the signer in alphabet. It should be signed by the President or Dean.

*Person in positions of responsibility in your university are acceptable.

If it is signed by the Dean, please type which department/faculty/school of the university he/she belongs to.

Name of signatory

Job title

University of XXXXX