

# 机密推荐书 A

## CONFIDENTIAL RECOMMENDATION FORM

1、下列各项由申请人填写（注意：必须填写\*以外各项）

To be completed by the applicant.(Important. Leave no blank except\*)

申请人姓名 中文 英文  
Name of Applicant: ----- (in Chinese): ----- (in English)

申请学校名称 中文 英文  
Institute of choice: ----- (in Chinese): ----- (in English)

拟攻读课程

Program applied for ( ) 硕士课程 ( ) 博士课程  
Master' s program Doctoral program

报考专业 中文 英文  
Field: ----- (in Chinese): ----- (in English)

研究方向 中文 英文  
Research Topic: ----- (in Chinese): ----- (in English)

\*选填。倘若须用英文名称以便推荐人参考，请填写。

Optional. Please fill in only if English reference is required by the referee

2、下列各项由推荐人填写（推荐人必须曾任高级讲师或以上教职）

To be completed by the Referee (Who must rank or has ranked senior lecturer of above)

(1) 请就表中所列各项，对申请人之能力与其他曾教导之学生或共业之雇员作一比较：

Please rate the applicant' s abilities in following characteristics comparison with other students you Have taught or other employees you have worked with or supervised:

	优异 Excellent (upper5%)	良好 Good (6-20%)	满意 Satisfactory (21-50%)	普通及以下 Average (lower50%) Or below	无从判断 No basis for Judgment
智能 (Intellectual ability)	( )	( )	( )	( )	( )
对拟攻读学科之知识程度 (Knowledge in subject of proposed study)	( )	( )	( )	( )	( )
中文程度 (Knowledge of Chinese)	( )	( )	( )	( )	( )
创造力 (Initiative)	( )	( )	( )	( )	( )
毅力 (Perseverance)	( )	( )	( )	( )	( )
判断力 (Judgment)	( )	( )	( )	( )	( )

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2、请写出对申请人之评语以供甄别参考。如有需要请另纸书写附上。

Please give general comments which may be of assistance in assessing the applicant.  
Attach a separate sheet if Necessary.

3、请以√符号加于适合之空格以表示对申请人之推荐程度

Please indicate the strength of your recommendation by a “√” in the appropriate box

( )	( )	( )	( )
极为推荐	乐于推荐	仅可推荐	不予推荐
Highly recommended	Recommended	Recommended With reservations	Not recommended

推荐人姓名

Referee' s Name: -----

签署

Signature: -----

请用正楷 (in Block Letters)

职位

Position: -----

日期

Date: -----

学术机构名称

Name of Educational Institute: -----

学术机构地址

Address of Institute: -----

电话

Telephone No: -----

注意：请推荐人填妥后，密封此推荐书，并在封口处签名，交由申请人交回本报名点。

A Note For The Referee:

Please seal this form after completion, sign on the sealed part and pass it back to  
The applicant for submission to the office.

# 机密推荐书 B

## CONFIDENTIAL RECOMMENDATION FORM

1、下列各项由申请人填写（注意：必须填写\*以外各项）

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申请人姓名 中文 英文  
Name of Applicant: ----- (in Chinese): ----- (in English)

申请学校名称 中文 英文  
Institute of choice: ----- (in Chinese): ----- (in English)

拟攻读课程

Program applied for ( ) 硕士课程 ( ) 博士课程  
Master' s program Doctoral program

报考专业 中文 英文  
Field: ----- (in Chinese): ----- (in English)

研究方向 中文 英文  
Research Topic: ----- (in Chinese): ----- (in English)

\*选填。倘若须用英文名称以便推荐人参考，请填写。

Optional. Please fill in only if English reference is required by the referee

2、下列各项由推荐人填写（推荐人必须曾任高级讲师或以上教职）

To be completed by the Referee (Who must rank or has ranked senior lecturer of above)

(1) 请就表中所列各项，对申请人之能力与其他曾教导之学生或共业之雇员作一比较：

Please rate the applicant' s abilities in following characteristics comparison with other students you Have taught or other employees you have worked with or supervised:

	优异	良好	满意	普通及以下	无从判断
	Excellent	Good	Satisfactory	Average	No basis
	(upper5%)	(6-20%)	(21-50%)	(lower50%)	for
					Judgment

智能 (Intellectual ability) ( ) ( ) ( ) ( ) ( )

对拟攻读学科之知识程度

(Knowledge in subject of proposed study) ( ) ( ) ( ) ( ) ( )

中文程度 (Knowledge of Chinese) ( ) ( ) ( ) ( ) ( )

创造力 (Initiative) ( ) ( ) ( ) ( ) ( )

毅力 (Perseverance) ( ) ( ) ( ) ( ) ( )

判断力 (Judgment) ( ) ( ) ( ) ( ) ( )

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( )	( )	( )	( )
极为推荐	乐于推荐	仅可推荐	不予推荐
Highly recommended	Recommended	Recommended With reservations	Not recommended

推荐人姓名

Referee' s Name: -----

签署

Signature: -----

请用正楷 (in Block Letters)

职位

Position: -----

日期

Date: -----

学术机构名称

Name of Educational Institute: -----

学术机构地址

Address of Institute: -----

电话

Telephone No: -----

注意：请推荐人填妥后，密封此推荐书，并在封口处签名，交由申请人交回本报名点。

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