RECOMMENDATION LETTER

Outbound Semester Exchange Program

2021-2022 Academic Year

Batch 1 Application Period

Date: [DD / MM / YYYY]

This letter is written to confirm that the following student is a full time student at the [Mention the Study Program’s Name] Study Program of the [Mention the name of the Faculty/School] and to support his/her application for the **Outbound Semester Exchange Program** facilitated by the Bureau of Partnerships, Division of International Partnerships (i.e. International Relations Office or IRO ITB), to one of the partner universities of ITB. The proposed period of exchange is for [1 semester / 2 semesters] of the 2021-2022 Academic Year.

Name : [Mention Full Name]

NIM : [Mention Student ID]

Level : [Bachelor / Master / Doctoral]

By the end of Semester 2 of the 2020-2021 Academic Year, the student is expected to have completed his/her [4th / 5th / 6th / 7th / 8th / etc.] semester, with [Mention the number of credits] credits completed.

The universities listed below are the priorities voluntarily chosen by the student and approved by the Academic Advisor and Study Program collectively:

Priority 1 [Mention the name of the university]

Priority 2 [Mention the name of the university]

Priority 3 [Mention the name of the university]

Priority 4 [Mention the name of the university]

Priority 5 [Mention the name of the university]

It is understood that the selection process at IRO ITB is based on student’s priorities, his/her GPA, English Language Score, motivation and experiences. If the student is not chosen in any one of the priorities mentioned above, primarily due to the university’s quota, it is understood that IRO ITB will provide alternative choices to the student until an agreement is reached. The student can also opt to cancel his/her application before the student is nominated to the partner university.

|  |  |
| --- | --- |
| Sincerely, | Acknowledged by, |
| [Signature]  [Name of the Head of Study Program, with Title(s), / Appointed Representative]  [Name of the Study Program]  [Email Address] | [Signature]  [Name of the Academic Advisor]  [Email Address] |