RECOMMENDATION LETTER

Research Semester Exchange Program

2021-2022 Academic Year

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 **Research Semester Exchange Program to** [Mention the name of the university], 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 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.

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| 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] |