RECOMMENDATION LETTER

Outbound Short 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 [Mention the name of the program] facilitated by the Bureau of Partnerships, Division of International Partnerships (i.e. International Relations Office or IRO ITB).

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.

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.

|  |  |
| --- | --- |
| 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] |