May \*\*, 2025

**Letter of Recommendation**

**for Exchange Student**

To whom it may concern :

Greetings from ○○○○ University, China.

We are very pleased to recommend a student who is going to participate in the ‘Exchange Student Program’.

The student mentioned below will study at Jeonbuk National University.

- Name :

- Date of Birth :

- Gender :

- Period of Exchange : One semester(from September 2025 to December 2025)

or One Academic year (from September 2025 to June 2026)

- Degree Course : Undergraduate, Graduate(Doctor, Master)

- Department(Major) :

- Admission Date to the Home University :

- Expected Graduation Date :

If you need further information about the student, please do not hesitate to contact us(coordinator’s name, e-mail, telephone).

Thank you.

Sincerely yours,

(Signature)

(Name) ○ ○ ○

President (or Director of Office of International Cooperation and Exchange)

○○○○ University