

Welcome to Our Exchange Program!

Dear [Student's Name],

We are thrilled to welcome you to [University/Institution Name]! This welcome packet contains important information that will help you settle in and make the most of your exchange experience.

Important Contacts

- **International Office:** [Phone Number] | [Email Address]
- **Housing Support:** [Phone Number] | [Email Address]
- **Emergency Services:** [Phone Number]

Orientation Schedule

Your orientation is scheduled for [Date]. The agenda is as follows:

- Welcome Speech - [Time]
- Campus Tour - [Time]
- Q&A Session - [Time]

Campus Resources

As an exchange student, you have access to various resources:

- Library and Study Rooms
- Counseling and Psychological Services
- Student Clubs and Organizations

Transportation

Information about public transport, including bus and train schedules, will be provided during orientation.

Emergency Information

Please familiarize yourself with the emergency procedures outlined in the attached document.

We look forward to supporting you throughout your exchange journey. If you have any questions or concerns, do not hesitate to reach out!

Best regards,

[Your Name]

[Your Title]

[University/Institution Name]