

Student Exchange Program Guidelines

Dear [Student's Name],

We are pleased to provide you with the guidelines for the upcoming Student Exchange Program. Please review the following important information:

Eligibility Requirements

- Must be currently enrolled at [Your Institution's Name].
- Minimum GPA of [Specify GPA Requirement].
- Must submit a letter of recommendation from a faculty member.

Application Process

1. Complete the application form available at [Link to Application Form].
2. Submit required documents by the deadline: [Deadline Date].
3. Attend an informational meeting on [Meeting Date].

Program Duration

The exchange program will run from [Start Date] to [End Date].

Important Contacts

If you have any questions, please reach out to the program coordinator:

Email: [Coordinator's Email]

Phone: [Coordinator's Phone Number]

We look forward to your participation in this exciting opportunity!

Sincerely,

[Your Name]

[Your Position]

[Your Institution's Name]