

Cross-Registration Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request cross-registration for the upcoming semester as an exchange student at [Insert Host Institution]. My name is [Your Name], and I am currently enrolled at [Your Home Institution] majoring in [Your Major].

During my time at [Insert Host Institution], I hope to take the following courses: [List Courses]. I believe these courses will greatly enhance my academic experience and contribute to my degree completion.

I have attached all relevant documents, including my academic transcript and approval from my academic advisor.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Home Institution]