

4<sup>th</sup> July 2012

### Reference Letter (样本仅供参考)

To whom it may concern,

We hereby agree and recommend the below-listed students to your distinguished exchange program for one semester. Students are required to take credit transfer and exams in your prestigious university, and transcripts should be provided by your esteemed university. And we hereby certificate these below-listed students meet the English level requirement to attend course tests in Universiti Utara Malaysia for credit transfer:

Name	Gender	Passport No.	Date of Birth	Major	Year of Study
	Male		1992-08-04	Computer Science and Technology	2 <sup>nd</sup>
	Female		1991-08-27	Information Management and System	2 <sup>nd</sup>
	Female		1991-04-04	Computer Science and Technology	2 <sup>nd</sup>
	Female		1991-10-03	Business Information	2 <sup>nd</sup>
	Female		1992-03-13	Business Information	2 <sup>nd</sup>

NAME:

Director  
Foreign Affairs Office  
\*\*\*\*\* University  
Tel: 00-86-  
Email: