Faculty Letterhead

TO WHOM IT MAY CONCERN

Number: [Insert Number]

This is to certify that:

Name	: [Student Full Name]
Student Registration Number	: [Student's NPM]
Degree	: [UG/ Graduate/ Doctoral]
Type	: [Regular/ Paralel/ International/ Others]

is registered as a student of [Study Program], [Faculty], Universitas Indonesia in the [even/odd] semester of the [Academic Year] academic year.

This recommendation is made to fulfill the requirements for participation in the [Program Scheme] at [host university], [country], with the following considerations:

1. The faculty supports and acknowledges the offline outbound international mobility program.

2. The student will not graduate from UI until the international mobility program is completed

Thank you for your kind attention and cooperation.

Vice Dean for Academic, Research, and Student Affairs/

Education Manager/ Head of International Office at Faculty

Signature & Stamp

[Name]

[NIP/NUP]

If your faculty already has a template for the Recommendation Letter, you may use it. Please ensure that the three points of consideration mentioned in our template are included.