(Letterhead of Receiving Institution)

***Ref:***  DD MM YYYY

Full Name

Position

Division/Department

Sending University Name

University Address

City Postal Code

Country

Dear…………………,

**Letter of Acceptance:**

**9th Batch of Pre-Service Student Teacher Exchange (SEA-Teacher Project)**

With reference to the collaboration of our institution with the Southeast Asian Ministers of Education Organization (SEAMEO) and your institution in the **9th Batch of Pre-Service Student Teacher Exchange (SEA-Teacher Project)** which will be implemented among seventy-eight (78) participating institutions in Indonesia, Philippines, Thailand, and Vietnam in 2023. <<Name of Receiving Institution>>, <<Address: xxxxxxxx, Country>> is pleased to inform that the following students of your institution are accepted by our institution to have the exchange programme which will be arranged by our institution in 2023.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Student** | **Gender** | **Education Level and Major/field of Study** | **Internship Schedule** | **Name of Host School** | **Suggested Arrival Date** | **Suggested Departure Date** |
| Below is an example: | | | | | | |
| Ms Pitchy | F | 4th Year,  Faculty of Education, Major: English | 1-30 Jul 2023 | Anuban Lampang School | 1 Jul 2023 | 30 Jul 2023 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

As the receiving institution, we would like to suggest the students to arrive/depart at the <<Name of nearest airport that your institution will provide transportation service, city>> according to the above suggested schedule. In addition, we are pleased to support accommodation for the inbound students and arrange the host school for the internship period.

We would like to request the Coordinating Teacher from your institution to submit the following important documents of the individual student to us by DD MM YYYY. (The following part can be listed down by the receiving institution regarding the required documents of your institution)

1. Copy of Passport (Photo page)
2. Copy of Student Visa (if any)
3. Parent Consent Form
4. Student Waiver Form
5. Copy of International Health Insurance
6. Copy of Health Certification/Vaccination
7. Flight Details/Schedule

For further coordination regarding travel and internship arrangement, your coordinating teachers and the inbound students can contact <<coordinator’s name>>, <<position>> at email: …………………………………… or mobile number/Line ID/Whatsapp: …………………………….

We look forward to welcoming your students and developing a fruitful partnership with your institution in the future.

Yours Sincerely,

Name

Position

(Details of Management at Receiving Institution)