*LETTERHEAD OF THE UNIVERSITI PUTRA MALAYSIA*

**EXCHANGE OF LETTERS**

Professor Norio Yamada

Dean, Faculty of Foreign Language Studies

Mejiro University

4-31-1 Nakaochiai, Shinjuku-ku

Tokyo 161-8539

Japan

**Title: Co-operation in student mobility**

Dear Professor,

1. I have the honour to confirm to you that in reference to the discussions on student mobility in respect of cooperation between the Faculty of Foreign Language Studies of Mejiro University and the Universiti Putra Malaysia on the possibility of developing cooperation on student mobility, the following matters have in principle been agreed to:-

(i) Cooperation in matters relating to student mobility that would contribute to the development and enhancement of university and management of academic programs.

2. I have the honour also to confirm that this Exchange of Letters shall not form a legally binding agreement between the Faculty of Foreign Language Studies of Mejiro University and the Universiti Putra Malaysia.

3. I understand that the parties will take this matter for both universities approval so that further discussion between the parties may take place when and as the university authority agrees and approves the said co-operation.

Thank you.

Yours faithfully,

……………………………………….

Professor Datin Paduka Dr. Aini Ideris

Vice – Chancellor

Universiti Putra Malaysia

43400 UPM Serdang

Malaysia

Date :

*LETTERHEAD OF THE ORGANISATION*

**EXCHANGE OF LETTERS**

Professor Datin Paduka Dr. Aini Ideris

Vice – Chancellor

Universiti Putra Malaysia

43400 UPM Serdang

Malaysia

**Title: Co-operation in student mobility**

Dear Professor,

1. I have the honour to confirm you that in reference to the discussions on student mobility in respect of cooperation between the Faculty of Foreign Language Studies of Mejiro University and the Universiti Putra Malaysia as below:

(i) Cooperation in matters relating to student mobility that would contribute to the development and enhancement of relations of university and management of academic programs.

2. I have the honour also to confirm that this Exchange of Letters shall not form a legally binding agreement between the Faculty of Foreign Language Studies of Mejiro University and the Universiti Putra Malaysia.

3. I understand that the parties will take this matter for both universities approval so that further discussion between the parties may take place when and as the university authority agrees and approves the said co-operation.

Thank you.

Yours faithfully,

……………………………………….

Professor Norio Yamada

Dean, Faculty of Foreign Language Studies

Mejiro University

4-31-1 Nakaochiai, Shinjuku-ku

Tokyo 161-8539

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Date :