

## **Basic Requirements for Participation in the Loyola/Xiamen Semester Exchange Program**

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To participate in the Semester Exchange Program, Xiamen students who are Chinese citizens must have completed three years of undergraduate law studies or one year of graduate law program. In addition, the students need to submit the following materials:

### **(1) Two Letters of Recommendation**

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We require two letters of recommendation from your law school professors, employers, supervisors, or other persons qualified to appraise your academic potential for graduate legal studies. At least one letter should come from a law school professor. If you have work experience, one letter should also come from a work supervisor. Letters from family and friends, and letters from prominent persons who have not supervised your work are not helpful.

Letters of recommendation must be written by the recommender on official letterhead and addressed to the Director of Xiamen Semester Exchange Program. If your recommenders are unable to print the letters on official letterhead, ask them to include an explanation as to why they are unable to do so. Please ask the recommender to include a work email address and a phone number where they can be reached so that we can contact her/him should we have questions about the letter. (If your recommenders cannot write in English, please submit certified translations together with the original letter). We reserve the right to disqualify letters written or translated, in part or whole, by the applicant. Letters of Recommendation can be sent by email to [LoyolaInternationalStudies@gmail.com](mailto:LoyolaInternationalStudies@gmail.com).

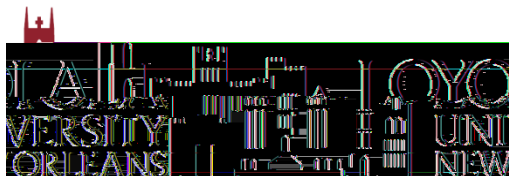
### **(2) Submit a Current Curriculum Vitae**

The Curriculum Vitae should include all education, work, and volunteer information. Students may also include any publication information or professional or academic information they consider pertinent to the application.

### **(3) Submit an Official Transcript from Xiamen University School of Law**

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Students will have to provide an original copy of all transcripts, including a notarized translation in English if necessary.



#### **(4) Submit Proof of English Language Proficiency**

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