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| **ІНСТИТУТ МІЖНАРОДНИХ ВІДНОСИН**  **КИЇВСЬКОГО НАЦІОНАЛЬНОГО**  **УНІВЕРСИТЕТУ ІМЕНІ ТАРАСА**  **ШЕВЧЕНКА**    04119, м. Київ, вул. Мельникова, 36/1  Тел: (044) 481-44-37  Факс: (044) 481-45-55  E-mail: office@iir.kiev.ua |  | **INSTITUTEOF**  **INTERNATIONALRELATIONS**  **TARASSHEVCHENKONATIONAL**  **UNIVERSITYOFKYIV**  36/1, Melnikova St., Kyiv 04119 Ukraine  Phone: (044) 481-44-37  Fax: (044) 481-45-55  E-mail: office@iir.kiev.ua |

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**на \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ від \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University \_\_\_\_\_\_\_\_\_\_\_\_**

**To the International Office**

**Dear Colleagues,**

The Institute of International Relations of Taras Shevchenko National University of Kyiv addresses you with the request of the possibility for our student to participate in the students exchange programme in accordance with the existing signed agreement between our institutions.

***Name Surname*** is a \_\_\_\_\_\_\_ year student of the Institute, Department of \_\_\_\_\_. She/ he is interested to visit your University in the next academic semester from \_\_\_\_\_ to \_\_\_\_\_, 2016 to attend courses in English at the Faculty \_\_\_\_\_.

Could you be so kind to provide us with the information about the possibility to welcome our student and the conditions of such an exchange?

Looking forward to hearing from you!

Best wishes and kind regards,

**Vice-Director Igor Golubii**

**for Scientific and Pedagogical Activities**