



Date: January 15, 2026

Name: He Chengxi

Exchange time: September 5, 2026 - January 5, 2027

University of Leeds Exchange Program Phase 1 Admission Notice

Dear Mr. He:

Congratulations!

We are pleased to inform you that you have successfully passed the first phase assessment for the University of Leeds Exchange Program. Based on the documents you submitted, the International Department of the University has determined that you meet the preliminary eligibility requirements for this exchange program.

Please note that this is a conditional offer of admission (first phase offer). Final admission will be granted upon your successful completion and review of the documents listed below.

Please submit the following documents by January 26, 2026 to complete the final admission review:

1 . Personal reflection report (3000 words):

The report should clearly describe your academic background, motivation for participating in the exchange programme, expected learning outcomes, and how the programme aligns with your future academic or career plans.

2 . Personal deposit certificate:

A certificate issued by a bank in your personal name, confirming a deposit of £54,000.

This certificate must bear the official seal of the bank and be written in English or accompanied by an English translation.

3 . English academic transcripts/certificates:

Official documents proving your excellent grades or proficiency in English-related courses.

Original documents not in English must be accompanied by an English translation.



Please submit the aforementioned review documents to the international department of your original school before January 26, 2026. Failure to submit the complete set of documents by this deadline will be regarded as a voluntary withdrawal from the exchange programme, and the conditional offer will be automatically withdrawn.

Once all submitted documents have been reviewed and approved, you will receive a formal final offer letter along with further instructions regarding enrollment, visa application, and pre-departure arrangements.

Should you have any questions regarding the required documents or submission process, please do not hesitate to contact us.

We look forward to receiving your materials and wish you every success in the next stage of the application process.

Sincerely,

Kimi Liu

Exchange Student Program Admissions Office
University of Leeds

Contact email: study@leeds.ac.uk

Contact number: +44 (0)113 243 1751

Contact address: University of Leeds, Woodhouse, Leeds, LS2 9JT, UK