

**Use official paper with University letterhead and logo**

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*The University name  
Full address including country  
Include telephone/fax numbers*

*Date*

*(Note: use a clearly understandable system for all dates such as  
1<sup>st</sup> October 2001. 10.1.2001 could be either October 1<sup>st</sup> or 10<sup>th</sup> January)*

To whom it may concern.

I confirm that *(your title and name, eg Mr. John Smith)* of *(your city of residence eg London)* is currently enrolled as a full time student at *(your university/college name eg the University of London)*. He enrolled on the *(your enrolment date eg 1<sup>st</sup> October 1999)* and we fully expect him to graduate on the *(your expected graduation date eg 31<sup>st</sup> August 2002)*.

If you have any questions regarding *(your name eg Mr. Smith)*'s enrolment, please feel free to contact me at the above address.

Yours faithfully,

*(signature)*

*(name)*

*(position eg Dean of the University, President/Senior Tutor of the College, etc.)*

*(also add official stamp if possible)*