

Formal student certification letter template

Dear [Recipient Name],

This is to certify that [Student Name] is currently enrolled at [Institution Name] as a full-time student in the [Program Name] program. [He/She/They] has been a student here since [Start Date] and is expected to complete the program on [Expected Graduation Date].

During [his/her/their] time at the institution, [Student Name] has demonstrated commitment and diligence in their academic pursuits. This certification is issued upon [his/her/their] request for [purpose, e.g., scholarship application, visa processing, internship].

Should you require further verification, please contact the institution at [Contact Information].

Sincerely,

[Registrar/Authorized Person]

[Institution Name]

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