

(document on University/School letterhead)

(Name of school/university)
(address and contact information)

To whom it may concern:

This is to certify that (name of applicant), born (date of birth), was a full-time student of (name of University/school) from (year started) to (year finished). (He/She) has successfully completed all the requirements and graduated with a (name of degree).

(Name of School/University) is fully authorized and accredited by the (name of Government Department or Ministry responsible).

For further information, please feel free to contact us at our address and phone numbers provided in this letter.

Sincerely yours,

(name of authorized representative/position of representative)
Contact details – email, mobile number, address