[Sample Student Record Verification Letter]:

*Note: If the student will be taking a leave of absence during their semester/year abroad, please explain this in the letter.

College letterhead

[Today's date]

Servicio Nacional de Migraciones
Santiago, Chile

To Whom It May Concern:

This letter is to verify that, as of their most recent semester of enrollment at **[Name of Institution]**, **[Student Name] [Student ID Number]** has completed the **[first, second, third, fourth, etc.]** year of study and is in good academic standing. This student is matriculated as a full-time student in the **[degree type – B.A., B.S., etc.]** program with an intended major of **[declared major(s)]** and an anticipated graduation date of **[anticipated graduation date].**

[Name of Institution] is a residential university located in **[City, State]**, and is accredited **[accrediting body, ex., New England Association of Schools and Colleges, Inc.]**.

Sincerely,

[Registrar's signature]

[University stamp or seal]