We are writing to request formal confirmation of the standing of a graduate of your university who has applied to join a postgraduate programme at Lancaster University, United Kingdom.

Current UK visa rules require that we have evidence of the final mark and qualification of our international students and we hope that you may be able to confirm this for us. The student has provided marks achieved in their degree, copy attached, but not final confirmation that it will be awarded. Without this confirmation the student will not be able to join our programme.

Could you please consider the following questions and answer accordingly:

Student name:

Student Date of Birth:

* Is the transcript (marksheets) that we have a received a true and complete copy of the student’s final marks? (YES / NO)
* Is the final mark shown on the transcript correct? (YES / NO)
* Could that mark change before the final degree is awarded? (YES / NO)
* Can you confirm that this student WILL receive the award of Bachelor of \_\_\_\_\_\_ \* when degrees are formally conferred by your university? (YES / NO)

\*Please complete with the relevant degree award

We thank you for your time and assistance and hope that you can provide the information that we need. The student has met our requirements, dependent upon your confirmation of the above, and we hope to welcome him / her onto our programme.

**Once completed please sign and stamp using your official university stamp. This document will be used for Lancaster University verification purposes only.**

Completed by:

Name:

Signature:

Position:

Name of University: