

# University letterhead

Date: \_\_\_\_\_

TO WHOM IT MAY CONCERN

## **CONFIRMATION LETTER**

This is to certify that Mr/Ms (Student Name: \_\_\_\_\_), Passport Number: (\_\_\_\_\_) is a currently full-time undergraduate student of (Study Programme Name: \_\_\_\_\_) in (Home Institution Name: \_\_\_\_\_) and is expected to graduate in (Month, Year).

Mr/Ms (Student Name: \_\_\_\_\_) has been selected to join the Student Exchange Programme at Universiti Tunku Abdul Rahman (UTAR), Malaysia from (Commencement Date: \_\_\_\_\_). He/she will return to (Home Institution Name: \_\_\_\_\_) upon the completion of the exchange programme.

Should you need further information, please do not hesitate to contact the undersigned at (Phone number/Email).

Thank You.

Regards,

\_\_\_\_\_  
Name  
Position  
Department  
Institution Name  
(Official seal/stamping)