

This form must be completed and signed by the University official (i.e. Registrar). We may contact them directly where necessary.

Academic Status Confirmation Form

This is to confirm the details of the below-named student's current academic status at our university as of _____ (mm/dd/yyyy).

Student Information

Name of student: _____

Date of birth: _____

Student ID number: _____

Department / Faculty: _____

Academic Status

Current student status: Full-time / Part-time (circle one)

Current year of study(academic level/standing): _____

Number of years studied: _____ years

Number of years generally required to graduate with a Bachelor's degree: _____ years

GPA / Grades: _____ out of _____

Please attach the details of grading scale used if not explained on transcript.

Credit System

Number of credits earned: _____ credits

Number of credits in progress: _____ credits

Number of credits generally required to graduate with a Bachelor's degree: _____ credits

Credit Hours (Lecture Based Classes)

1 credit hour: _____ hours per week for _____ weeks

Credit hours consist of _____ lecture hours + _____ out of the classroom hours

Please be sure to provide "lecture hours" excluding out of classroom hours

Date(mm/dd/yyyy):

Official Seal/Stamp

Signature:

Name:

Institution:

Email:

Phone number: