<Date>

To: International Students and Scholars
900 University Avenue
SKYE Hall, Suite 204
Riverside, CA 92521

OR

U.S Consulate/Embassy
Non-Immigrant Visa Division
<City, Country>

From: <Name and Title of Academic Advisor>
<Department>
University of California, Riverside

Subject: <Student's Full Name and Student ID Number>

I am writing to confirm that <Student's Full Name> is enrolled full-time in the <Major> program in the <Department Name> Department at the University of California, Riverside. <Student's First Name> is advanced to PhD candidacy *(if applicable).* I expect <Student's First Name> to complete all degree requirements for their <Degree/Program Name> by <Date>.

<Student's Full Name> is currently being funded through our department in the amount of:

Non-Resident Tuition	$<amount>
Assistantship	$<amount>
Living Expenses	$<amount>
Other Fees	$<amount>

The total support this student will be receiving in the amount of <Total Support Amount> is for the period beginning <Start Date of Funding> to <Last Date of Funding>.

If you would like any further information, you may contact me at <Telephone Number> or <Email>.

Sincerely,

<Signature>

<Printed Name of Signatory>