[Date]

To Whom It Concerns:

This letter is to certify that **[student full name]** is a full-time student in good academic standing working toward a [Bachelor of Arts] degree at Santa Clara University, Santa Clara, California, in the United States. The expected date of graduation is [graduation date].

<Student first name>has been accepted to participate in the [Program Name] study abroad program in [City, Country]during the [Fall/Winter/Spring/Summer] term [academic year, e.g., 2017-18]. The dates of the program are[dates].

This program abroad is considered an integral part of a Santa Clara University

education and full credit will be awarded toward completion of a degree here at Santa Clara. All courses and grades appear on the Santa Clara transcript. The University authorizes program abroad participation with full institutional support.

During the program abroad, Santa Clara University pays expenses equivalent to a term on campus, up to [$26,718] per term for the academic year [2017-18]. This is based upon the cost of tuition and fees. All students are required by Santa Clara University to maintain both accident and sickness insurance for the duration of overseas study. In addition, Santa Clara University provides emergency insurance coverage through [ACE/AXA](https://www.scu.edu/media/offices/global-engagement/ADDN0484905A_0_7_1_-AXA-Travel-Assistance-Program-_POWW0006XX1213_7.1.20....pdf).

Your assistance in the educational objectives of Santa Clara University is greatly appreciated. If I can provide further information on behalf of my student please do not hesitate to contact me at Santa Clara University, [Office/Department} [email] or [telephone].

Sincerely,

[Name]

[Title]