

October 4, 2016

To Whom It May Concern:

This is to certify that **(student's name)** is a student in good academic standing at the **(home institution's name)**. **(Student's name)** has our permission to visit at the **(visiting institution's name)** for the **(term)**. We will award **(student's name)** degree credit for hours earned in courses in which **(pronoun)** receives a grade of "C" or better.

If you need additional information or have questions, please do not hesitate to contact me.

Sincerely,

(Name and title of Dean or Associate Dean for Academic Affairs)