

Study duration letter

Draft for the awarding university

University instructions: Adapt and verify every statement against institutional records. Replace all brackets, remove unused clauses and these instructions, and issue on official letterhead with an authorized signature, date and official email for verification. The applicant must not self-certify this letter.

[Official university letterhead]

Date: [day month year] Reference: [institutional reference, if used]

To the authority reviewing this qualification in Ecuador

We confirm from the records of [legal name of awarding institution, country] that [graduate's full name], student number [number, if used], was awarded [exact qualification title] on [award date].

Standard program duration

The approved program normally comprises [number and type of terms or academic years], with each term lasting [duration]. Its total academic requirement is [number and name of credits, units or documented hours], under [definition of the institutional credit or unit system]. This standard duration applies to [entry assumptions and enrollment load].

The graduate's actual attendance

The graduate began this program on [start date] and completed the academic requirements on [completion date]. Their enrollment load was [full time or part time, with periods if it changed]. [Describe any documented breaks, where relevant.]

[Where relevant: The institution accepted [amount and unit] of transfer credit or recognized prior learning from [identified basis]. The graduate completed [amount and unit] at this institution. Explain any documented acceleration or difference between standard duration and actual attendance.]

Supporting records: [transcript, approved curriculum or program guide, with version/date and relevant pages]. This letter reports the institution's records and does not assert compliance with a foreign recognition requirement.

[Authorized signature]

[Name and title of authorized official]

[Office or department]

[Official institutional email and telephone for verification]