

Final project letter

Draft for applicable own qualification programs

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. Use when a final project or equivalent academic work must be documented for your case.

[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].

As part of this program, the graduate completed [type of final project, thesis, dissertation or other documented academic work], titled [exact title]. The work was [individual or group; identify the graduate's assessed contribution where relevant].

The work addressed [brief factual description of the subject, research question or applied task]. It was supervised by [name, title and department, if applicable] and assessed through [documented assessment or examination method].

The work was approved or passed on [date], with the recorded result [result or grade, if applicable]. It carried [documented credit or workload value, if applicable] within the program.

The record supporting this statement is [project approval, assessment record, transcript entry or other official evidence]. A public repository record is available at [direct URL, if applicable]. [If access is restricted, state the access or verification arrangement.]

[If the program used another form of culminating work, describe it accurately and the institutional basis for its role. If no such work was completed, do not issue a letter asserting otherwise; ask the reviewing team what evidence is needed.]

[Authorized signature]

[Name and title of authorized official]

[Office or department]

[Official institutional email and telephone for verification]