

University document request

Client email to the registrar

Edit this email and retain only the documents relevant to your application. Ask the university to verify and issue its own records and letters. These templates do not establish eligibility or replace an official document.

To: [Registrar or student records office email]

Subject: Academic records for degree recognition in Ecuador

Dear [Registrar or records team],

I am preparing an application to have my foreign qualification assessed for recognition in Ecuador. Please advise how I can obtain the official documents below for [full name as recorded], student number [number], awarded [exact qualification] on [award date].

Documents requested

- Diploma or official replacement, and a transcript or other official academic record establishing the duration of study. Where available, include the subjects, credits and results.
- A field of knowledge letter identifying the field or branch of study corresponding to the qualification.
- If needed for my case, a letter confirming the actual delivery mode, including any online, distance, blended or in-person study.
- If duration needs clarification, a letter distinguishing the program's standard duration from my actual attendance, with credit and transfer information where relevant.
- Only if requested for my case: institutional or program accreditation evidence; documented ECTS equivalence; and evidence of my final project or equivalent work.

I have attached editable drafts as a guide to the information requested. Please adapt or replace them with your own verified wording and include an authorized signature, issue date and official verification email on institutional letterhead.

Please confirm the fees, processing time and delivery options for official electronic and paper copies. Please retain any digital signature or verification code in an electronic original. If authentication is needed, please explain which office can verify the issuer's signature. I will confirm any applicable apostille or legalization separately.

Thank you,

[Full name]

[Email and telephone]

[Student number or other university reference]