**\*Letter to confirm degree qualification with no degree certificate**

This letter is to be used if you have already qualified, but do not yet have a copy of your degree certificate. (If you have a future qualification, you do **not** need to use this template as you would be required to use your Dean Statement).

The degree confirmation letter must be printed on university headed paper and be signed by the Dean or authorised official in the Registrar’s office.

\*\* You must include ALL the information in the letter below or it will not be accepted as evidence of your degree \*\*

**To be written on University headed paper.**

Date of letter

Dear <<insert name of applicant>>

This letter confirms that following the recent examination ratification board meeting attended by external examiners, your degree has been awarded. As you have not yet graduated, please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar’s office)

Official stamp of the university