SAMPLE Visa Letter From Financial Aid Office
University College Utrecht

Students will be required to show proof of funds when applying for a residence permit. If you receive financial aid through your campus financial aid office, you can request a visa letter from that office for this purpose.

Students please note: This letter is solely for the purpose of applying for your residence permit. Your actual financial aid award(s) may be different.

The Netherlands IND is very particular with the wording on these letters.

Please print this sample to take to your Financial Aid Office to request your letter.

Date: (Month/Day/Year)

Re: Student’s Name
Date of Birth

To Whom It May Concern:

The student named above will receive a scholarship for “exact dollar amount” for participation in the University of California Education Abroad Program in the Netherlands which starts on August 5, 2017, and ends on December 15, 2017 (for fall semester) May 15, 2018 (for academic year).

Sincerely,

Financial Aid Officer’s Name
Financial Aid Officer’s Title

Letter must be original on UC Financial Aid Office letterhead and contain the following information:

- Date written
- Student’s name and date of birth
- Exact dollar amount of financial aid - *MUST say “scholarship” – NOT “financial aid”
- The exact UCEAP program dates
- Title and Signature of financial aid officer
- Name and address of financial aid office

The letter must be certified with an official UC stamp.

**Do NOT use the following words: financial support, sponsorship, average, approximately, at least, estimated or expected. These are considered to be too vague.**