SAMPLE VISA LETTER FROM FINANCIAL AID OFFICE

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 Danish Consulate 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

To Whom It May Concern:

The student named above will receive “exact dollar amount” in financial aid during participation in the Education Abroad Program in Denmark during the 2016-2017 Copenhagen “Fall Semester” or “Academic Year”. (Write in only the option that the student is participating in.)

The UCEAP fees for this program are “$7902” [for Fall] “$14,087” [for year]. Any financial aid beyond this amount may be used for the student’s personal living expenses.

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
Exact dollar amount of financial aid
Program duration and year of UCEAP participation
Program fees
Title and Signature of Financial Aid officer