**COPY ONTO UNIVERSITY LETTERHEAD**

**[DATE]**

**[ADDRESS]**

To KCL Study Abroad Admissions Office:

**Re: [Title] [First Name] [SURNAME]**

This is to confirm that the above named student, of **[insert home institution]**, is due to spend the **[first semester of the / second semester of the / full]** 2013/14 academic session studying abroad at King’s College London as an exchange student. By the start of their study abroad, they will have completed **[…]** years of a BA/BSc **[degree programme]** and will have the necessary Level B2 English Language proficiency as specified on the UKBA website <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>.

Yours sincerely,

**[full name and job title]**