

Sample Bank Letter

STUDENT INSTRUCTIONS: The sample letters below indicate the type of information required by Albizu University in order to issue the documents you need to obtain your 1_20 form. A letter containing this information must be provided by your bank if you are paying for your studies yourself and/or by the bank of any individual who is financially supporting your program in the United States. Note that the letters below are samples only. The final letter(s) must be on official bank letterhead. Call or email the Albizu University International Student Office if you have any questions.

I. Sample letter if you are paying for your studies yourself

[Date]

To Whom It May Concern:

This is to certify that [name of student] holds the following accounts with [bank name] [bank branch]:

[For each account, please list the type (e.g. savings, CD, fixed deposit), the date the account was opened, and the current balance in USD]

The listed funds are liquid and, with regard to investment accounts, may be cashed in at any time before maturity date. The total value of the listed funds is [amount in national currency], which is equivalent to approximately [amount in USD].

The operation of the listed accounts has been satisfactory.

This letter is issued at the request of [student name] for the purpose of supporting [his/her] living and educational expenses in the United States.

Sincerely,

[Signature of bank official]

[Typed name of bank official]

[Title of bank official]

II. Sample letter if someone else is paying for your studies

[Date]

To Whom It May Concern:

This is to certify that [name(s) of financial sponsor(s)] hold(s) the following accounts with [bank name] [bank branch]:

[For each account, please list the type (e.g. savings, CD, fixed deposit), the date the account was opened, and the current balance in USD]

The listed funds are liquid and, with regard to investment accounts, may be cashed in at any time before maturity date. The total value of the listed funds is [amount in national currency], which is equivalent to approximately [amount in USD].

The operation of the listed accounts has been satisfactory.

This letter is issued at the request of [sponsor name(s)] for the purpose of supporting the living and educational expenses of [student name] in the United States.

Sincerely,

[Signature of bank official]

[Typed name of bank official]

[Title of bank official]