

LOGO ITESM

Hoja membretada

Fecha

To whom it may concern:

I hereby state that **Nombre completo del Estudiante**, with student number **Matrícula**, is currently enrolled in this institution as a full time student at campus **Nombre del Campus**(Ejemplo: **Ciudad de México**) in the **Carrera en Inglés (Ejemplo: B.S. Computer Science)**

Our academic records show that **Nombre completo del estudiante** currently maintains a **GPA (Número)** of out of 100. You can verify this GPA equivalency according to our grade conversion scale:

Tecnológico de Monterrey	Definition	GPA Scale
100	Excellent	4
90	Very Good, better than average	3.5
83	Average, competent	3
76	Passing grade	2.5
71	Minimum passing grade	2
66	Failing (as no credit is awarded, class does not appear in transcript)	1.5
61		1
57		0.5
52		0

Nombre completo del estudiante, is currently applying to participate in an international program, during the academic term **Periodo Académico** with a partner university that Tecnológico de Monterrey holds agreement with. According to this agreement, the student will receive credits for the courses taken abroad, considering that he/she is able to transfer those credits into his/her academic record at Tecnológico de Monterrey under the policies stated by the Registrar's Office.

I appreciate your attention and do not hesitate to contact me for any further questions.

Sincerely,

(BORRAR ESTA PARTE PARA INCLUIR FIRMA Y SELLO DE ASESOR DE PI)

Nombre del Asesor

Puesto

Tecnológico de Monterrey