SAMPLE STUDENT VERIFICATION LETTER

(for CSWE Membership or APM attendance)

*May 12, 2017 (Today’s Date)*

CSWE Annual Program Meeting/Membership Department

Re: Student Verification

Dear APM Planning/Membership Department:

I am writing to verify that *Student Name* is a currently enrolled *doctoral/MSW/undergraduate (whichever applies)* student at *University/College/Institution name.* The student’s projected graduation date is *Month/Semester and Year*.

Further, I am confirming that *Student Name* is not employed in a full-time professional or academic position. If you have any questions, please feel free to contact me at *phone or email where the signatory may be contacted.*

Sincerely,

*Name of Person verifying information*

*Title of Person verifying*

*Name of University/College/School of Social Work*