SAMPLE STUDENT VERIFICATION LETTER –

for multiple students

(for CSWE Membership or APM attendance)

*May 12, 2018 (Today’s Date)*

CSWE Annual Program Meeting/Membership Department

Re: Student Verification

Dear APM Planning/Membership Department:

I am writing to verify that the following students are currently enrolled students with *University Name*.

1. *Student Name 1*, Class of *2018 (Fall)*, *doctoral/MSW/undergraduate (whichever applies)* has no current professional/full-time employment

2. *Student Name 2*, Class of *2020* *(Fall),* *doctoral/MSW/undergraduate (whichever applies)* has no current professional/full-time employment

3. *Student Name 3*, Class of *2019 (Spring),* *doctoral/MSW/undergraduate (whichever applies)* has no current professional/full-time employment

4. *Student Name 4*, Class of *2020 (Spring)*, has been accepted into the *doctoral/MSW/undergraduate (whichever applies)* program at *University Name* and has no current professional/full-time employment.

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*